Cost Calculator for Children's Services

User Guide

Volume 1

Social Care: Looked After Children

Version 7.10

(For use with Version 7.10 of the Cost Calculator,

implementation version, also demonstration version 6.0)

February 2010

ccfcs
cost calculator for children's services

Acknowledgements

The Cost Calculator was developed by Jean Soper, Lisa Holmes and Harriet Ward as part of a Department of Health/Department for Education and Skills/Department for Children, Schools and Families funded research project at the Centre for Child and Family Research (CCFR). This user guide was written by Joe Sempik, Jean Soper, Lisa Holmes, Samantha McDermid and Harriet Ward; design and graphics by Emma Batchelor, Paul Atkins, Lynne Atkin and Peter Riley-Jordan. The authors acknowledge the co-operation and collaboration of our colleagues at the CCFR.

Programming of the Cost Calculator is undertaken by Vantage Training Ltd., VTL computer training & development

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Information and help

For more information about the work of the Centre for Child and Family Research visit:

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For updates and information on the Cost Calculator, and to download an electronic version of this user guide and the latest demonstration version of the Cost Calculator visit:

www.ccfcs.org.uk

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Contents

Contents 4
Part 1 Using the Cost Calculator for Looked After Children's Services 7
Chapter 1 Introduction 7
1.1 New Features in Version 7.10 7
1.2 The Cost Calculator – an Overview 8
1.3 The Computer Application 10
1.4 Kinds of Users and this Guide 11
Chapter 2 Social Care Data and Methodology 12
2.1 Concepts of the Cost Calculator Model 12
2.2 Data for the Cost Calculator Implementation Version 13
2.3 Example Data 15
2.4 Social Care Processes and Unit Costs 15
Chapter 3 Starting to Use the Cost Calculator 17
3.1 Opening the Cost Calculator 17
3.2 Getting Started 18
3.3 Setting the Calculation Parameters 19
Chapter 4 Reports and "What if" analysis 22
4.1 Key Features of the Analyses 22
4.2 Saving and Printing Reports 23
4.3 Detailed Calculations 23
4.4 Reports Analysing Costs by Children's Needs 28
4.5 Pivot Tables 29
4.6 Analyses by Placement-Related Features 31
4.7 Placement Changes – "What if" 37
Chapter 5 Viewing and Editing Data 41
5.1 Who Can View and Edit Data? 41
5.2 Individual Child Details 41
5.3 Social Care: LAC Data Administration Menu 43
5.4 Fixed Lists 44
5.5 Editable Lists 46
Part 2 Details of Data Administrator Procedures and Methodology 53
Chapter 6 Data Definitions and Codes 53

6.1 Data for the Cost Calculator 53
6.2 SSDA 903 Codes 55
6.3 Coding of Other Variables 57
6.4 Alternative Information Sources 58
6.5 Classification Guidelines 59
6.6 Finance Data 60
Chapter 7 Importing and Exporting Data; Database Maintenance 62
7.1 Data Import Overview 62
7.2 Preparing Data Files for Import 62
7.3 Specifying Data with the Import Setup Form 64
7.4 Importing and Exporting Data 68
7.5 Importing a XML File 73
7.6 Compact and Repair 75
Chapter 8 Customising Costs and Placement Types 77
8.1 What can be Customised? 77
8.2 Customising Unit Costs 78
8.3 Customising Placement Types 80
8.4 Changing Default Mappings for Pre-2009 Placement Codes 82
Chapter 9 Calculation Details 85
9.1 Age-Related Allowances 85
9.2 Legal Only Changes 88
9.3 Total Fees and Allowances Paid 89
9.4 Activity Times for Process 3 89
APPENDIX A Costs and Consequences of Different Types of Child Care Provision: a research overview A.1
APPENDIX B Installing the Implementation Version B.1
APPENDIX C System Security and User Permissions C.1
APPENDIX D Installing the Demonstration Version D.1
APPENDIX E General Access Tips and Error Messages E.1
APPENDIX F Frequently Used Abbreviations F.1
APPENDIX G System Requirements G.1

Part 1
Using the Cost Calculator for Looked After Children's Services

Chapter 1
Introduction

1.1 New Features in Version 7.10

Version 7.10 utilises additional data about children, their placements and children's outcomes by importing variables that are included in the SSDA 903 data collection from 2009 (see Chapter 6). These include the child's SDQ score, placement providers and locations, together with whether or not the child has had a health assessment and a dental check and is eligible to sit GCSE.

Updates in this release include the provision of London and Out of London cost sheets for 2008-9. Treatment foster care costs that have been estimated in the research programme are now included in each of the supplied unit cost tables.

The **changes to the cost calculations** relate to the provision of a facility to include additional overheads in the cost calculations.

All these changes are implemented in the reports described in Chapter 4. More details about data definitions are in Chapter 6 while details of the calculations are in Chapter 9.

The introduction from version 7.5 of a facility to directly **import all data, settings and customisations from an earlier version** of the Cost Calculator for Children's Services makes **upgrading** much easier than before (see Appendix B). A major extension of the Cost Calculator to cost education provision, now at the trial stage, is also included.

Various changes have been made to the **example data** supplied. A set of four example data files: ImportChild.xls, ImportEpisodes.xls, ImportEducation.xls and ImportOutcomes.xls is now provided in place of the composite ImportMain to replicate the structure of the data submitted for the SSDA 903 return. The new SSDA 903 codes are now included. In addition, an alternative file is provided using only the 2008 codes so you can make comparisons (see Section 8.4). A small **example XML file** is also supplied, enabling users to trial the XML import facility (see Section 7.5).

The **User Guide** has also been updated and now comprises separate volumes for **social care** and **education**.

Volume 1 introduces the Cost Calculator and provides detailed information for the Social Care: Looked After Children menus of the Cost Calculator. This material is presented in two parts:

- **Part 1** of this volume (Chapters 1 to 5) comprises information about using the Cost Calculator for looked after children's services that is relevant to all users.
- **Part 2** of Volume 1 (Chapters 6 to 9) contains detailed information on preparing and importing data to the Cost Calculator, and on customisations. Further methodological details about the calculations are also provided. Part 2 is intended for Data Administrator users.

Volume 2 contains detailed information relating to the Education menus of the software.

1.2 The Cost Calculator – an Overview

The current version of the Cost Calculator allows you to calculate costs of social care processes for looked after children, and separately to estimate the cost of education provision for these children and for those with statements of special educational needs. Being able to accurately cost social care placements and education provisions facilitates comparisons between the relative value of alternative care packages. It makes it easier to estimate the potential benefits of introducing different types of children's services.

The Cost Calculator is a tool that has been produced to enable local authorities to cost placements and education provisions together with all the associated activity that takes place in supporting looked after children and those with special educational needs. Costs are calculated separately for each placement and education provision using a **bottom-up approach**. They can be aggregated to

produce annual costs, costs for individual children and costs for different groups of children according to needs, gender, age, and type of placement or education provision. Social care costs can also be analysed by the name of the placement or its provider, and by outcome. The model, described in Ward, Holmes and Soper 2008[1], was developed as part of a research project that aimed to explore the relationship between costs and outcomes for looked after children (see Appendix A). At present the **social care and education modules** of the Cost Calculator operate separately. In future it is planned to match the two sets of data using either Unique Pupil Numbers or another approach so that joint reports covering the costs of both social care and education for looked after children can be produced.

Three Functions of the Cost Calculator

The Cost Calculator is a tool that can **collate the descriptive information** that a local authority holds on its looked after population and on its school children. The information can then be related to activities which incur costs.

Secondly, it is a **calculator** that uses data on children's characteristics, the unit costs of social care and education activities together with the allowances or fees paid for individual placements and education provisions as a **basis for working out costs**. Reports are available on the sequential costs of placements and education provisions (including part placements and provisions) within a user-specified time period, both for individual children and for groups. Calculations take account of all the numerous variations in costs engendered by differences in children's needs, placement and education provision type and local authority procedures. Because the model utilises **unit costs** that have all been developed using the same, standardised approach, it introduces greater consistency into the comparison of costs.

The third function is **analysis**. The Cost Calculator allows users to compare costs for groups of children with different needs over different time periods and to gain a better understanding of why certain children (or groups of children) cost so much more than others. One of the strengths of the model is its use of longitudinal rather than snapshot data. This allows users to explore the different care paths that occur and how costs accrue over time. The cost patterns for children with particular characteristics or who achieve specified outcomes can be compared. For looked

[1] Ward, H., Holmes, L. and Soper, J. (2008) *Costs and Consequences of Placing Children in Care*. London: Jessica Kingsley.

after children, users can also explore alternative scenarios, for example, the impact on costs of substituting different placement types for those specified.

"What if" Analysis

Analysis of costs is useful not only with retrospective data i.e. calculating the costs of processes and events that have already occurred but also for discovering what might occur or have been, so providing guidance for the future. The Cost Calculator allows users to carry out a limited number of "What if" analyses by predicting forwards in time for the current set of children, changing placement types or entering different unit costs. Examples of possible scenarios are: calculate the costs that would be incurred in the next financial year if all children who are currently looked after remain in their current placements; and compare those costs that would have been incurred if all children in particular types of placement had instead been in another that provides a specific supportive service.

Abbreviations

In both this guide and the Cost Calculator application you will see that there are frequently used abbreviations. The definitions of these can be found in Appendix F.

1.3 The Computer Application

The Cost Calculator has been developed using Visual Basic for Applications code within a **Microsoft Access** database environment. A free **run-time version** of Access is supplied for users who do not have Access on their computers. Cost calculations and the preparation of summary tables and reports have been automated so that the Cost Calculator can be used outside the academic setting, by managers and practitioners with minimal training. The **menu system** offers user choices of timeframes, cost sheets and inflators, and gives access to specific summary reports. The Cost Calculator produces reports in a **Microsoft Excel** format and saves them in a user-specified folder.

Demonstration and Implementation Versions

The **Demonstration version** 6.0 of the Cost Calculator has the same functionality as the Implementation version, except for features introduced in versions from 6.5 to 7.10. Users are able to alter the settings and perform "What if" analyses by changing placement types. The Cost Calculator can calculate costs of placements and produce summary tables and reports. However, it can only use the example data with which it

is supplied. It is not possible to enter your own placement data with the Demonstration version or to customise the unit costs or placement types.

The **Implementation version** of the Cost Calculator allows users to enter their own authority's placement data. A customisable **Import Setup form** facilitates the transfer of data after it is exported from the user's management information system. Placement types can be specified so they reflect those of the authority, and unit costs can be customised using a Unit Costs database.

1.4 Kinds of Users and this Guide

This volume of the User Guide describes the Social Care: Looked After Children module of the Cost Calculator. The material is presented in two parts. Part 1 (Chapters 1 to 5) comprises information that is relevant to all users about using the Cost Calculator for looked after children's services. Chapter 2 outlines the data and methodology used by the model. Chapter 3 explains how to get started using the Cost Calculator and set the parameters for its calculations. The various reports you can obtain are described in Chapter 4. The data and codings used in the Cost Calculator can be viewed by all users, as explained in Chapter 5.

Data Admin role

The Data Administrator is the person who is designated as being responsible for importing data and updating it. Such users are therefore able to edit and customise many of the data tables. Clicking on the '**Edit**' button verifies whether the user is a Data Administrator and if so it unlocks the table, allowing it to be edited. Material in Part 1 that particularly relates to Data Administrators is enclosed in a **box**, while the detailed information in Part 2 of this volume (Chapters 6 to 9) is particularly intended for Data Administrator users. Chapter 6 contains details of data definitions and codes. Instructions for importing data are in Chapter 7. Customisations are described in Chapter 8. Further methodological details about the calculations are provided in Chapter 9.

Accounts Admin role

User accounts are created by the Accounts Admin user who assigns each user either standard User (or Reporter) rights, or Data Admin rights (see Appendix C). It is therefore possible to have more than one Data Admin user, which may be useful.

Chapter 2
Social Care Data and Methodology

2.1 Concepts of the Cost Calculator Model

The Cost Calculator uses data on the **needs of looked after children** and their **placements** to itemise the **services that each child receives** in the time period chosen by the user. It combines this information with the **unit costs** of the different services and the **allowances or fees** paid for placements. This **bottom-up** approach separately costs each social care process that every child receives. The various Cost Calculator reports present this cost information aggregated in various different ways, and also allow you to look at the individual detailed calculations.

Variables and How They Are Used

The variables used by the Cost Calculator are listed in Table 1 below. The green shading indicates the small number of variables that are **mandatory** it is essential to import data on these. Since other variables, with the exception of those marked Ø, contribute to the cost calculations, the cost computations are more accurate if you also import data for all these variables. If data for one or more of these variables are not available and therefore you don't import them, the Cost Calculator substitutes **default values** in its calculations. In general, default values assume that something which would increase cost does not occur, and therefore when default values are substituted the costs that are calculated tend to be lower than they would be if the correct data were used. For example, the Cost Calculator deduces whether a child has disabilities using either a specific variable on this, or the Category of Need code together with the Social work team. If there is no information identifying the child as having disabilities the Cost Calculator assumes that he or she has none, and so the additional costs that disabilities generate are not included for that child. More detail on the definitions and coding of the variables is provided in Chapter 6.

Needs Groups and Outcomes used in Analyses

The original research study identified how children's different needs impact on costs and showed that it is useful to distinguish groups with either single or multiple needs. Sixteen groups representing possible combinations of needs are described in Appendix A. The Cost Calculator automatically allocates each child to the appropriate needs group using variables listed in Table 1 below.

The variables that are marked Ø in Table 1 do not impact on costs but are used for analysis purposes. These include a limited number of outcomes variables, such as school exclusions and GCSE results that are included in the Cost Calculator to provide some analysis of costs with respect to outcomes.

2.2 Data for the Cost Calculator Implementation Version

The Cost Calculator uses a number of specific variables associated with children and their placements in order to perform its functions. It has been designed to import data from local authorities Management Information Systems (MIS) so most, if not all, of the data required should already be available on the MIS. These variables are listed in Table 1 below. Those shown with the symbol 903 code are required in the coding specified for the SSDA 903 return; variables marked (new 2009) were included in the return for the first time that year and are used in the Cost calculator from version 7.8 or 7.10 (see Chapter 6 for further details). There is no restriction on the number of placements per child that the Cost Calculator can handle, only that they should be separately recorded. The Cost Calculator also handles post adoption support and 'support placements' that are provided in addition to the main placement, for example foster care during school holidays for a child who is placed in a residential school.

Placement and Provider Names

Version 6.5 and above has the facility to import placement names and providers, enabling users to obtain reports on the costs of placements with a specific name, or that are provided by a particular agency. Users can specify custom placement types and define separate unit costs for each of them. For every child, information can be imported on area office and social work team. The Cost Calculator is able to identify children who are placed with designated 'disabilities teams' as having disabilities. More information on this facility is in Section 7.3.

Specifying the Data to be Imported

The Implementation version of the Cost Calculator includes an Import Setup form (described in Chapter 7) to allow users to specify the format of the data from their MIS. Technical support for data import is also available. The Import Setup form can be inspected (but not used) in the Demonstration version of the Cost Calculator.

Table 1: Child and Placement Data used by the Cost Calculator

	Variable Description
INCLUDED IN SSDA 903 NATIONAL RETURNS	Unique identifier for each child
	Area Office Ø
	Gender Ø
	Date of Birth
	Ethnic origin code 903 code Ø
	Category of Need 903 code
	Date episode commenced 903 code*
	Reason for new episode (placement) 903 code *
	Legal status 903 code *
	SSDA 903 Placement code 903 code *
	Provider code 903 code (new 2009)*
	In or outside area of Local Authority 903 code (new 2009)*
	Date episode (placement) ceased 903 code *
	Reason episode (placement) ceased 903 code *
	Dates of reviews
	Is child eligible for GCSE? (new 2009)Ø
	Number of GCSE passes at A* to G Ø
	Number of GCSE passes at A* to C Ø
	Main Activity on 19th birthday 903 code or description Ø
	Dental check? (new 2009)Ø
	Health assessment? (new 2009)Ø
	Is child an offender? (new 2009)
	UASC?
	SDQ score/ Emotional or behavioural difficulties? 903 code (new 2009)
OTHER DATA THAT SHOULD BE INCLUDED	Is the placement in support of an existing placement?
	Disabilities?
	Mental health support?
	Does child have SEN Statement? Ø
	Is child excluded from school? Ø
	Date when child first became LAC (looked after child) Ø
	Surname Ø
	First name Ø
	Social work team Ø
	Placement name* Ø
	Provider name* Ø
	Fees or allowances weekly*
	Dates care plan updated
	Date Youth Offending Team support started
	Date Youth Offending Team support finished
	Date of transfer to leaving care team

Shading: Green: mandatory variable; Pink: finance data

Symbols: * separately for each placement; 903 code SSDA 903 coding is required

Ø variable does not impact on costs, it is used for analysis only.

2.3 Example Data

The Cost Calculator is supplied pre-loaded with example child and placement data, and also with information about the unit costs of the social care processes associated with the placements. The example data represents an *illustrative* dataset relating to placements rather than being *representative* of the overall pattern of placement data that is likely to be found in a local authority. The dataset contains information for 60 children who have had over 120 placements during the data period and gives examples of the different types of placement characteristics that are possible. These data are used in conjunction with the unit cost sheets in order to calculate summary information relating to placements and their costs.

Viewing the Example Data Files

You can look at the example data by opening the spreadsheets containing the data that are supplied with the Cost Calculator. There are seven files:

- ImportChild.xls contains data about each child;
- ImportEpisodes.xls contains data about each placement;
- ImportEducation.xls contains information on GCSE results;
- ImportOutcomes.xls contains eight outcomes variables such as whether the child has had a health check and whether he or she is an offender;
- ImportYOT.xls contains the YOT dates of children;
- ImportRev.xls contains the review dates of children, and
- ImportPlan.xls contains the plan dates of children.

The first four files listed above contain data about the children and their placements that could be combined. One row would then be used for each placement and other data would be replicated in each of the rows for the child. Separate files are provided to make the data structure similar to that used for the SSDA 903 return.

However, your data does NOT need to be laid out exactly as in the example files, nor do the columns have to have the same names – see Chapter 7 for more details.

2.4 Social Care Processes and Unit Costs

The unit costs in the calculation model used by the Cost Calculator relate to all the activity undertaken by social services personnel to support looked after children as well as the placement costs. These activities have been assigned to the eight distinct social work processes detailed below:

- **Process 1**: Decide if child needs to be looked after and find first placement
- **Process 2**: Care planning (including the care plan, personal education plan and health assessment)
- **Process 3:** Maintaining the placement (including social care support and the fee or allowance paid)
- **Process 4:** Leaving care/accommodation
- **Process 5:** Finding a subsequent placement
- **Process 6:** Review
- **Process 7:** Legal interventions
- **Process 8:** Transition to leaving care services

Process 3: Maintaining the placement comprises the social work costs of maintaining the placement, together with the fees or allowances paid. The unit costs of the social work component of this process are held in the unit costs tables similarly to those for other processes. For **fees or allowances**, however, there are two options. These can be imported separately for each placement together with the other child and placement data, and averages for each type of placement are also available in the unit cost tables. The Cost Calculator uses the **individual fee or allowance** for a placement if it is available, and if it is not it substitutes the **average for the placement type** as the **default** value. The Cost Calculator finds the cost of Process 3 by adding the social work costs to the fees or allowances. Some reports also allow you to view the fees or allowances separately from the social work costs (see Chapter 4).

The **unit costs** provided in the model are based on averages, with different sets being supplied for London and for Out of London authorities. Users can select the set of unit costs that they wish to use for particular calculations. Each set of unit costs contains all of the placement, child and local authority variations identified in the research, and the Cost Calculator includes these in the calculations it produces.

Customised sets of unit costs that hold the unit costs specific to an individual local authority can be created by users of the Implementation version of the Cost Calculator. Information on how to do this is given in Chapter 8. The NEW COST TABLE included in the Demonstration version is an example of a such a new set of costs.

Chapter 3

Starting to Use the Cost Calculator

3.1 Opening the Cost Calculator

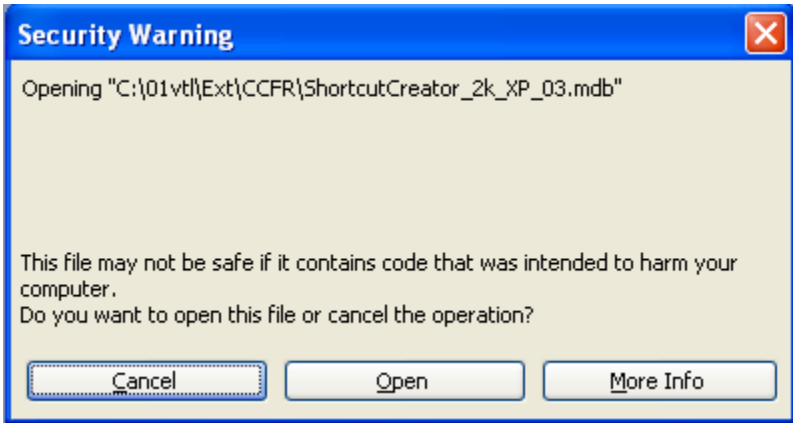
Once the Cost Calculator has been installed following the instructions for the Implementation version in Appendix B, or for the Demonstration version in Appendix D, you can open the software by double clicking the icon

.

Security Warnings

If you then receive a warning asking if you want to block unsafe expressions, say 'No'. This is simply a security warning asking if you trust this code. You can avoid messages like this by lowering Access security settings but this is not recommended.

Depending on your computer security settings, you may be prompted with a security warning as shown below. Click on 'Open' to access the program.


Security Warning
Opening "C:\01vtl\Ext\CCFR\ShortcutCreator_2k_XP_03.mdb"
This file may not be safe if it contains code that was intended to harm your computer.
Do you want to open this file or cancel the operation?
Cancel
Open
More Info

3.2 Getting Started

Main Menu

When the cost calculator is opened it displays the Main Menu screen shown below. This gives access to the different parts of the Cost Calculator: the separate modules on Social Care: Looked After Children and Education, the installation facilities for the System Administrator, and Personal Administration facilities for all users. The bottom button on each sub-menu is a **'back' button** that moves you up to the previous menu level, or from the top level (shown here) allows you to exit.

Changing your Password

All users should begin by using the 'Personal Administration' option to change their password. When user accounts are created the passwords are initially blank – see Appendix C.

Choosing the Social Care: Looked After Children Module

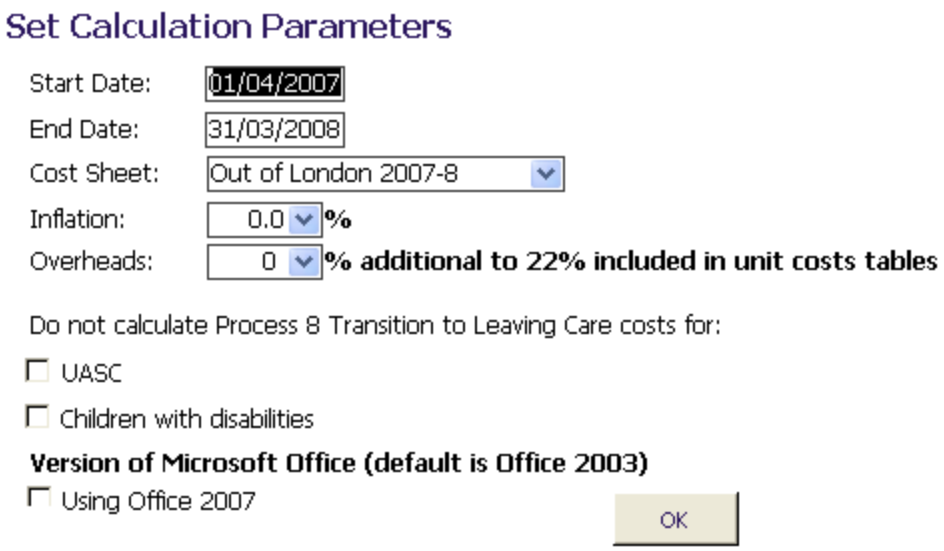
To access the Social Care: Looked After Children module of the Cost Calculator you click the top button in the Main Menu. This opens the Social Care: Looked After Children Menu, which has similar functionality to the top level menu in versions of the Cost Calculator prior to 7.5.

After that, since the Cost Calculator will already contain either data that has been imported into it or the example child and placement data with which it is supplied, users are likely to want to specify aspects of how the calculations are performed using 'Set Calculation Parameters' and to view the results available from 'Reports'. They may also use 'Placement Changes – "What if" to investigate the impact of substituting one placement type for another.

All users can inspect the child and placement data held in the Cost Calculator using 'View Individual Child Details' (see Chapter 4), and they can explore how various data items are categorised and coded in the lists available from the 'Social Care: LAC Data Administration' menu (see Chapter 5).

3.3 Setting the Calculation Parameters

Each user can make various choices about the way the cost calculations are carried out. You can also specify whether your computer is running Excel 2007 so your reports open in it. To make your choices click on 'Set Calculation Parameters' which opens the window shown below.


Set Calculation Parameters
Start Date: 01/04/2007
End Date: 31/03/2008
Cost Sheet: Out of London 2007-8
Inflation: 0.0 %
Overheads: 0 % additional to 22% included in unit costs tables
Do not calculate Process 8 Transition to Leaving Care costs for:
UASC
Children with disabilities
Version of Microsoft Office (default is Office 2003)
Using Office 2007
OK

Selecting the Time Period for Calculations

To change the default **'Start Date'** or **'End Date'** , select the date or the part of it you wish to change, type your choice of date in dd/mm/yyyy format and press Enter. All the reports you generate relate to the **calculation time period** specified by these dates. Since you can select different calculation time periods, the Cost Calculator can meet different reporting needs. For example, you can separately calculate costs for each month of the financial year, and then for the year as a whole. You can also predict future costs on the assumption that all children looked after at present remain in their current placements.

Tip: If you want to change the calculation time period to a later one, change the 'End Date' first, because the 'Start Date' must always be earlier than the 'End Date' .

If you are using the Demonstration version, most of the placements in the **example data** set occurred in 2006-7; while in version 7.10 the example data have been updated and most of the placements occurred in 2007-8.

Selecting the Unit Costs

Next, select the set of unit costs that you want to use. Since different unit costs may be applicable in different authorities, a menu box offers a choice of unit cost sheets for use in the calculations. Click on the arrow to the right of the box to see a drop down list of alternative sets of unit costs and then click on the one you wish to use.

Six sets of unit costs are supplied with version 7.10. The **'London' cost tables** contain unit costs estimated for two inner London authorities, while the **'Out of London' cost tables** use unit cost values that were estimated from four authorities: two shire counties and two unitary authorities. The data for the cost estimates were obtained from the local authorities that participated in the Costs and Consequences study[2]. The original data have been inflated to relate to the years stated. The 2006-7 figures have been inflated by 4.9% for 2007-8, and these values have been inflated by 2.5% to provide unit costs for 2008-9. Any **customised cost tables** that your authority has created are also listed as possible choices. The NEW COST TABLE supplied in the Demonstration version is an example of such a sheet.

[2] Ward, H., Holmes, L. and Soper, J. (2008) *Costs and Consequences of Placing Children in Care.* London: Jessica Kingsley Publishers.

Setting the Inflation Rate

You may set the inflation rate by clicking on the arrows. All unit costs in the sheet you have selected are inflated by this percentage before being used in the calculations. (There is NO change to the values in the cost sheets, which are accessed using the Social Care: LAC Data Administration Menu.)

Setting the Additional Overheads Rate

The supplied unit cost tables include 15% administrative overheads plus a lump sum for capital overheads which together amount to approximately 22% of staffing costs. Recent research suggests this percentage may be an underestimate and the Cost Calculator offers you the option of increasing it by clicking on the arrows.

Process 8 Transition to Leaving Care costs

Research has shown that most children in care transfer to the leaving care team at about the age of sixteen, although in some authorities children with disabilities and/or unaccompanied asylum seeking children do not. If the files of children with either of these needs are not passed to the leaving care team, you should click the appropriate check box(es) so a cost for this process is not calculated for these children.

Version of Microsoft Office

The default version of Microsoft Office is 2003. If your computer is running **Office 2007** you should click the appropriate check box to ensure that your reports are opened in Excel 2007.

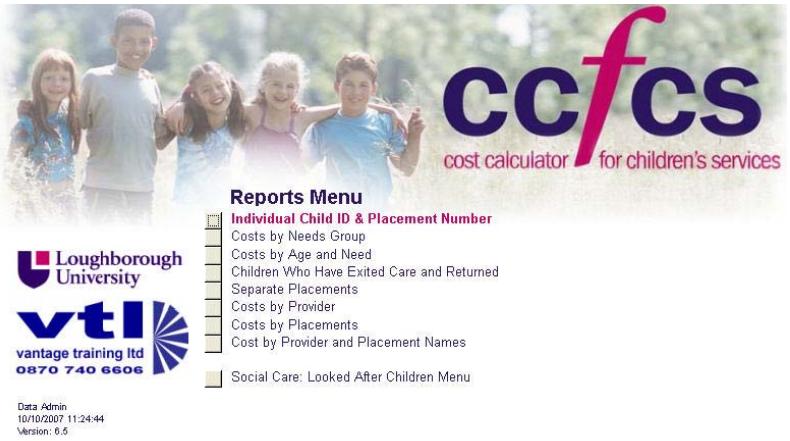
When you have selected the Calculation Parameters, click ‘OK’ and you are ready to start using the Cost Calculator. The settings you have chosen are automatically saved and are used in all calculations until you select different calculation parameters.

Chapter 4

Reports and "What if" analysis

4.1 Key Features of the Analyses

This chapter describes the various analyses and reports that the Cost Calculator can produce. They are accessed using the second and third options on the Social Care: Looked After Children Menu shown in the Chapter 3. The different calculations and results that are available from the **Reports Menu** below are described sequentially. They allow you to view the detailed cost calculations for a particular placement; to examine summary tables of costs for all the placements in the selected time period, arranged either by the children's needs groups or by the placement types; and to view the pattern of costs of each placement over time for every child. Following this, the **"What if"** function is explained. It provides a means of investigating the impact of substituting one placement type for another and it can be used in conjunction with any of the reports.



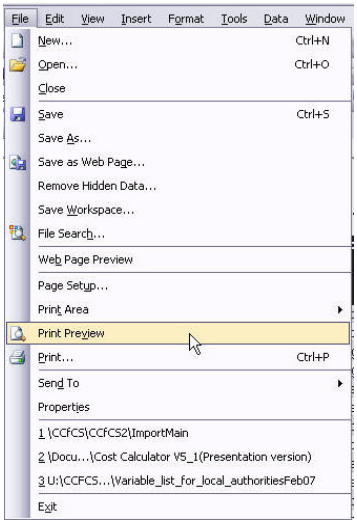
The Cost Calculator links the characteristics of children and their placements to unit costs in order to produce the analyses shown in the reports. Each analysis relates to all the placements that fall wholly or partly within the **time period** you have selected. All the cost calculations are actually performed when you request your first report using a particular set of parameters, and the values are then stored. Hence the first report you request will take longer to produce than subsequent reports.

4.2 Saving and Printing Reports

All the reports open in **Excel**. With the Implementation version, these reports are automatically **saved** in the folder that has been set up by the Data Administrator as part of the installation procedure. You can therefore use the data in the reports for further calculations if you wish. Sometimes you may want more than one version of a report, perhaps for different groups of children. When a report is open you cannot open a second copy of the report with the same name. However, if you use **'File, Save As'** to save the first copy of the file under a different name, you can then open a second copy of the report. It is always useful to use 'File, Save As' to give your own name to files that you wish to keep, because if you re-open a report that has been accessed previously and saved automatically, the new copy of the report replaces (i.e. overwrites) the old.

The print field is automatically set by the Cost Calculator to include an entire summary table. However, some tables may have too many columns or rows to fit onto an A4 format when printed. It is recommended to use the '**Print Preview**' command before printing and to change page settings if necessary from the preview 'Setup' menu

. For example, you can change the paper format to 'landscape'.

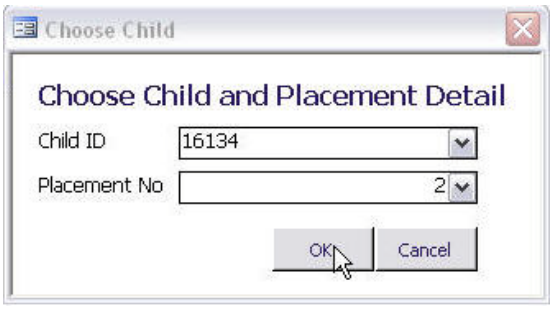


The reports shown in this chapter have been produced using different versions of the **example data**. You will be able to produce very similar reports, but the numbers they contain are likely to be somewhat different.

4.3 Detailed Calculations

Individual Child ID & Placement Number

Choosing the 'Individual Child ID & Placement Number' option from the Reports Menu allows you to see the **detailed cost calculations** that are carried out. You can view the computations for any placement by selecting a particular ID and placement number from the dialogue box.



When you click 'OK' the Cost Calculator displays a detailed summary report showing the cost calculation for each of the eight social care processes listed in Section 2.4 during the selected placement. The **calculation period** to which the report relates is determined by the computer. It ascertains when the user-specified calculation period overlaps the interval between the start and end dates of the placement.

The following example shows the detailed information for the second placement for child 16134 using the 'Out of London' 2006-7 cost sheet with zero inflation. The first part of the summary report shows the time period to which the calculation relates. This placement falls wholly within the time period chosen for the calculations and so the placement start and end dates of 17/04/2006 to 25/09/2006 are shown. This section also contains detailed information about the child, e.g. gender, ethnic group, age at the start of the placement and other important details. Child 16134 has emotional and behavioural difficulties and is an offender. However, she does not have disabilities, nor is she an unaccompanied asylum seeking child. Her **needs group** is therefore summarised as EBD + Offender.

The various needs groups are numbered for convenience, as explained below in the description of the Costs by Needs Groups report.

	Cost Calculation for Child:	ID:	16134	Placement:	2
	calculation period:	from:	17/04/2007	to:	25/09/2007
Placement is	Secure	Local Authority	Outside LA		
Child is/ has	Almond	Ranunculus	Female	**Age at start of:**	**Years**
	A: White		SDQ 17	selected	
		EBD	Offender	placement	14
			Yot support		
	09: EBD+Offender			calculation	
	C2 Care Order - Full Care Order Date		08/11/1999	period	14
	Weeks from care order to age 18	548.7			

Process No	Process	Unit Cost	No of Times/ Days Incurred	Subtotal Cost	Process Cost

The second part of the table contains detailed information about the costs of the processes which together account for the total cost of looking after the child in this placement. The eight processes are costed in successive rows of the table (see the table below). Unit costs appropriate to the placement type and the needs of the child are picked up from the selected unit cost sheet (Out of London 2006-7 in this case) and shown in the column headed Unit Cost. In the example the placement is a secure unit provided by a local authority, but outside the area of the local authority. (The **Basic unit costs** for the eight processes can be found in the row labelled 'LA Secure out LA' of the 'Out of London 2006-7' unit cost table which can be accessed from the Data Administration Menu as described in Section 5.5. They are £964.13 for Process 1, £119.89 for Process 2, £27.04 for Process 3, etc). A detailed explanation follows. The numbers in the grey boxes refer to the descriptions in the explanatory text.

Conditional extra costs are only incurred when a child has particular needs. In this case there are Conditional extra unit costs only for Process 3 (£6.29 per day). **[1]** These are attributable to additional social worker hours being needed to facilitate and supervise contact because the girl is subject to a care order. The daily fee or allowance payable for the placement also forms part of the cost of Process 3. The Cost Calculator adds these types of costs to the basic cost figures.

Separate process elements (of which, for example, nine are listed for Process 3) are defined in the table if conditional costs may apply for just part of a placement. The child shown has support from the Youth Offending Team at a unit cost of £6.68 per day **[2]**. There are no additional age group costs[3] for a secure placement, but costs that take account of the different frequency of statutory visits for placements of different durations may apply.

The column headed **No of Times/ Days Incurred** shows the number of times or days for which the process element is incurred. The computer multiplies each value in this column by the relevant unit cost and so finds the cost of the process element, shown in the **Subtotal Cost** column.

[3] Age group costs only occur for placements where allowances are paid (in-house foster care placements with friends or family and adoption placements) and there are changes in the allowances according to the child's age.

Cost Calculation for Child:		ID:	16134	Placement:	2
calculation period:		from:	17/04/2006	to:	25/09/2006

Placement is	Secure	Local Authority	Outside LA		
Child is/ has	Almond	Ranunculus	Female	**Age at start of:**	**Years**
	A: White			selected placement	14
	09: EBD+Offender			calculation	
	C2 Care Order - Full	Care Order Date	08/11/1998	period	14
	Weeks from care order to age 18	548.9			

Process No	Process	Unit Cost	No of Times/ Days Incurred	Subtotal Cost	Process Cost
1	**Decide to Look After & Place1**	£964.13	0	-	-
	of which: Basic	£964.13			
	Conditional extra	-			
2	**Care Planning**	£119.89	1	£119.89	**£143.81**
	of which: Basic	£119.89			
	Conditional extra	-			
	plus if YOT	£23.92	1	£23.92	
3	**Maintain Placement (daily)**	£722.70	161	£116,355.39	**£117,348.80**
	Social work services	£27.04			
	Fees & Allowances per Day	£689.37			
	Conditional extra	£6.29			
	plus if YOT	£6.68	90	£601.20	
	11 - 12 Cost	-	0	-	
	13 - 14 Cost	-	29	-	
	15 - 15 Cost	-	132	-	
	16 - upwards Cost	-	0	-	
	plus during first 91 days	£4.31	91	£392.21	
	less if over 1 year in LA	(£0.80)	0	-	
	less if over 1 year out LA	(£2.96)	0	-	
	less if over 1 year (LAFC/kin)	(£12.64)	0	-	
4	**Exit Care (Return Home)**	£263.38	0	-	-
	of which: Basic	£263.38			
	Conditional extra	-			
5	**Find Later Placement**	£653.87	1	£653.87	**£653.87**
	of which: Basic	£653.87			
	Conditional extra	-			
6	**Review**	£815.61	1	£815.61	**£815.61**
	of which: Basic	£815.61			
	Conditional extra	-			
	plus if age group 16 or over	£10.18	0	-	
	plus if first for leaving care	£125.53	0	-	
	plus if YOT	£125.56	0	-	
7	**Legal**	£2,765.90	0.042	115.91	**£115.91**
	of which: Basic	£2,765.90			
	Conditional extra	-			
8	**Transition to Leaving Care**	£1,164.27	0	-	-
	of which: Basic	£1,164.27			
	Conditional extra	-			
				Total cost:	**£119,078.00**

1 2 3 4 5 6

Report printed on: 19/06/2007 Data imported on: 01/06/2007

Processes 1 and 5 are mutually exclusive and occur only if the start date for the placement is within the calculation period. In this case the placement start date of 17/04/2006 is within the dates chosen by the user (01/04/2006 to 31/03/2007) and Process 5 occurs rather than Process 1 since this placement immediately follows a previous placement. Although the placement finishes during the calculation period, Process 4 does not occur because the child goes to another placement rather than returning home.

There is one care plan (**Process 2**) during the time interval. The Cost Calculator checks the date of this with the dates when the child receives YOT support and finds the child was receiving YOT support at the time, hence there is also one occurrence of the additional activity of the YOT team in connection with this process. There is one review (Process 6) during the time interval too, but its date does not coincide with the dates when the child receives YOT support and so there is no occurrence of additional YOT activity in connection with the review. The girl does not transfer to the leaving care team (Process 8) during the calculation period.

Process 3 is costed on a daily basis. The whole placement lasts for 161 days, and occurs entirely within the chosen calculation period. Social work activity and foster care allowances, fees and the conditional extra cost are added giving a daily total of £722.70 throughout the 161 days of the placement. Multiplying these together gives the subtotal cost of £116,355.39 **[3]**. YOT support at £6.68 per day is provided for 90 days, generating a subtotal of £601.20 **[4]**. The only duration-related cost incurred (at the rate of £4.31 per day) is for additional social work visits during the first 91 days of the placement. This gives a subtotal cost of £392.21 **[5]**.

The costs shown for **Process 7** are attributable to care proceedings. The model allocates these costs over the time from when the care order is obtained up till the child's eighteenth birthday[4]. The fractional value (0.042 in this case) **[6]** shown in the No of Times/ Days Incurred column for this process is the proportion of that time interval that occurs during the placement being costed. Multiplying it by the cost of the care proceedings gives the part of that cost attributable to the current placement.

[4] There are plans to refine this calculation in future versions of the Cost Calculator to allow, when applicable, the cost of the care order to be calculated up to the date when it is rescinded.

The model adds the sub-totals for the elements of each process and displays them in the Process Cost column. These values are summed to give the total cost for the selected placement (or the part of it that occurs within the chosen calculation period). The costs of placements for individual children are aggregated to form the summary tables described below.

4.4 Reports Analysing Costs by Children's Needs

Costs by Needs Group

The 'Costs by Needs Group ' analysis summarises the costs of placements of children in all of the different needs groups during the time period you have selected (see Appendix F for a list of abbreviations). In addition, an analysis of total costs into fees or allowances and social care costs is provided at the foot of this report from version 7.10.

Analysis of Costs by Needs Group
From 01/04/2007 to 31/03/2008 Out of London 2007-8

Needs	Number of Children	% of Total Children	Total Cost	% of Total Cost	Total Weeks	Average Cost per Week	Average Cost as % of Overall Average Cost	Weeks per Child
00: None	11	18%	£266,431	6%	458.1	£582	34%	41.6
01: Disabilities only	5	8%	£251,672	5%	180.0	£1,398	81%	36.0
02: EBD only	9	15%	£530,591	12%	453.9	£1,169	68%	50.4
03: UASC only	3	5%	£62,246	1%	119.9	£519	30%	40.0
04: Offender only	5	8%	£412,678	9%	261.4	£1,579	91%	52.3
05: Disabilities+EBD	4	7%	£328,404	7%	170.4	£1,927	111%	42.6
06: Disabilities+UASC	1	2%	£124,276	3%	52.3	£2,377	137%	52.3
07: Disabilities+Offender	2	3%	£101,180	2%	104.6	£968	56%	52.3
08: EBD+UASC	1	2%	£51,004	1%	52.3	£975	56%	52.3
09: EBD+Offender	9	15%	£970,128	21%	311.3	£3,117	180%	34.6
10: UASC+Offender	2	3%	£124,944	3%	77.9	£1,605	93%	38.9
11: Disab+EBD+UASC	1	2%	£67,942	1%	52.3	£1,299	75%	52.3
12: Disab+EBD+Offender	4	7%	£759,918	17%	202.4	£3,754	217%	50.6
13: Disab+UASC+Offender	1	2%	£184,432	4%	52.3	£3,527	204%	52.3
14: EBD+UASC+Offender	1	2%	£124,229	3%	52.3	£2,376	137%	52.3
15: Disab+EBD+UASC+Offender	1	2%	£230,438	5%	52.3	£4,407	255%	52.3
All Needs Groups	60	100%	£4,590,514	100%	2653.6	£1,730		44.2

Analysis of Costs by Type of Expenditure:		
Fees and Allowances	£3,779,594	82%
Social Care	£810,921	18%
Total	£4,590,514	100%

Costs by Age and Need

The 'Costs by Age and Need' report shows costs and numbers of children grouped by needs group, age and the number of years looked after. From version 7.5, the 'Num Children' column records each child only once, by their age at the start of the calculation. The child's placement costs, however, are listed according to the child's age at the start of each and so may be in more than one column.

This report is produced as an Excel **pivot table**. This enables you to select and view the costs for specific groups of children by using a series of pull-down menus. The

Cost Calculator uses pivot tables for some of the other summary reports and the method of using them is the same in all cases. The next section describes the features of pivot tables.

Analysis of Costs by Age, Needs and Time Looked After

From 01/04/2007 to 31/03/2008 Out of London

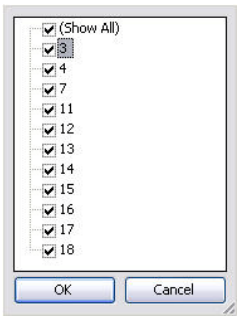
TimeLookedAfter	(All)									
	AgeUserSt / Data									
	3		4		7		11		12	
GroupDesc	Num Children	Cost	Num Children	Cost	Num Children	Cost	Num Children	Cost	Num Children	Cost
00: None	1	£22,412					2	£26,300		
01: Disabilities only			1	£60,972						
02: EBD only					1	£63,457				
03: UASC only										
04: Offender only										
05: Disabilities+EBD					1	£16,108			1	£123,532
06: Disabilities+UASC										
07: Disabilities+Offender										
08: EBD+UASC										
09: EBD+Offender										
10: UASC+Offender										
11: Disab+EBD+UASC										
12: Disab+EBD+Offender										
13: Disab+UASC+Offender										
14: EBD+UASC+Offender										
15: Disab+EBD+UASC+Offender										
Grand Total	1	£22,412	1	£60,972	2	£79,566	2	£26,300	1	£123,532

Report printed on: 19/06/2007 Data imported on: 01/06/2007

4.5 Pivot Tables

The pivot tables in the Cost Calculator allow the user to view the data for specific groups of children by selecting variables from a group of lists. For example in the 'Costs by Age and Need' Report click on the arrow next to the heading 'AgeUserSt'.

…to see a list of the different children's ages at the start of your chosen calculation period, which is shown below the title of the report.



Please note: The list of ages is generated to contain the ages of all children in the data set. The example data shown contained no children under two years of age

Now select only the ages you wish to view.

Tip: If you tick the '**Show All**' box when all of the boxes are ticked this deselects all of them. You can then tick just the ones you wish to view.

You can use the **pivot table controls** as a set of **filters** to give you just the information that you are interested in. For example, you may wish to see only the

information for the cost of children with disabilities who have been looked after for more than five years. By ticking only these choices from the GroupDesc and TimeLookedAfter lists, the Cost Calculator displays a very specific set of data:

Analysis of Costs by Age, Needs and Time Looked After
From 01/04/2006 to 31/03/2007 Out of London

TimeLookedAfter	>5 Years

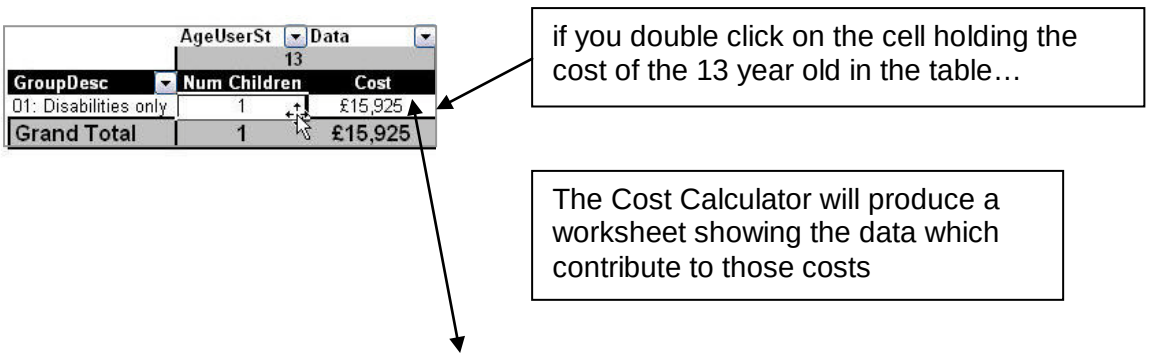
	AgeUserSt / Data					
	13		16		Total Num Children	Total Cost
GroupDesc	Num Children	Cost	Num Children	Cost		
01: Disabilities only	1	£15,925	1	£123,194	2	£139,120
Grand Total	1	£15,925	1	£123,194	2	£139,120

The selection choices provided by the pivot controls for the summary report 'Costs by Age and Need' are shown in the table below. A similar table is given at the end of each report that generates a pivot table.

Pivot Control Name	Description	Choices
GroupDesc	Children's need group	Select needs group from list
TimeLookedAfter	Number of years the child has been looked after	Select number of years
AgeUserSt	Age of child at the start of the selected calculation period	Select age

'Drilling-down' in Pivot Tables – Viewing the Components of the Calculation.

To see which placements are contributing to a value in the report that you are interested in, double click on that value. This 'drill-down' feature opens a new worksheet within the report workbook. The first drill-down sheet you open is called Sheet2, the second is Sheet3, and so on. You can use the **sheet tabs** at the bottom of the screen to move between these sheets and also to move back to the report. An example of drill down information is:



	A	B	C	D	E	F	G	H	I	J	K	L
1	ID	CID	Child	Surname	FirstName	PINo	DatePLSt	DatePLEnd	LegalStatus	DateEraSt	Placement	PlacementType
2	23	8	1295	Bronze	Maple	1	25/08/1994		V2	25/08/1994	10	Placed with parents

Drilling down enables you to see the detailed calculations, but the labelling is not designed for end users! Once you have identified the children in your report, you may find the calculations are clearer in the 'Individual Child ID & Placement Number' reports. A particular use for drill down information is described in Chapter 9.

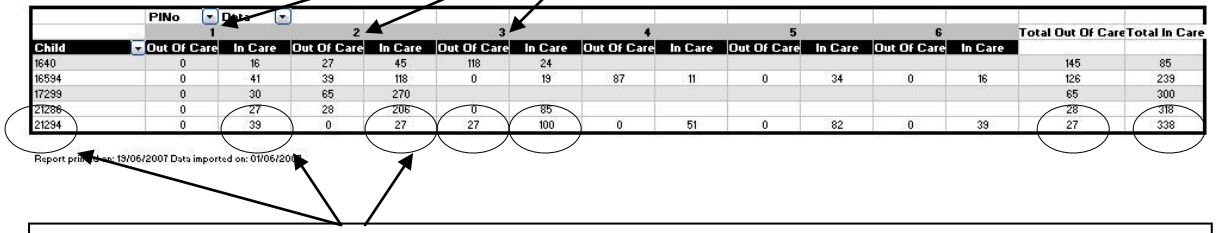
Tip: You may find that when you run your reports your security level on Excel may be set high enough such that some code features are disabled. Your reports should still be created, but the cosmetic formatting which has been applied to the reports will be lost when you re-query the pivot table. The data will still be accurate, however it will not look as professional. You can lower your security settings on Excel to make these reports maintain formatting, however it is advisable to check with your IT administrator first.

4.6 Analyses by Placement-Related Features

Children Who Have Exited Care and Returned

The report 'Children Who Have Exited Care and Returned' gives the number of days that children who have experienced readmissions have spent in and out of care within the specified time period. The table shows the number of days in each placement and the number of days out of care before readmission (shown before the next placement). This is set to zero for the first placement.

These figures refer to the placement number. The first three placements for child 21294 are described below.

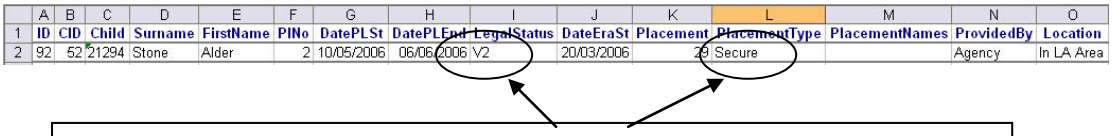


PINo	Data													
	1		2		3		4		5		6		Total Out Of Care	Total In Care
Child	Out Of Care	In Care	Out Of Care	In Care	Out Of Care	In Care	Out Of Care	In Care	Out Of Care	In Care	Out Of Care	In Care		
1640	0	16	27	45	118	24							145	85
16594	0	41	39	118	0	19	87	11	0	34	0	16	126	239
17299	0	30	65	270									65	300
21286	0	27	28	206	0	85							28	318
21294	0	39	0	27	27	100	0	51	0	82	0	39	27	338

Report printed on: 19/06/2007 Data imported on: 01/06/2007

The summary table above shows child 21294 spent 39 days in the first placement within the calculation period. He then moved to another placement for 27 days, ceased to be looked after for a further 27 days, was readmitted and placed in a third placement for 100 days. Within the time period he spent 338 days in and 27 days out of local authority care.

You can ‘drill-down’ further to see the details for individual children by double clicking on the values in the table. The Cost Calculator will produce a new worksheet for each placement that you select. For child 21294’s second placement this gives:



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	ID	CID	Child	Surname	FirstName	PINo	DatePLSt	DatePLEnd	LegalStatus	DateEraSt	Placement	PlacementType	PlacementNames	ProvidedBy	Location
2	92	52	21294	Stone	Alder	2	10/05/2006	06/06/2006	V2	20/03/2006	29	Secure		Agency	In LA Area

This child's second placement was in a secure unit. Similarly investigating his third placement shows that he was then on remand, and placed in a residential unit. You can scroll across the columns to find out more about the child. He is a boy with emotional and behavioural difficulties who is also a young offender, and who was 14 years old at the start of the calculation period.

You can also see details for individual children either by choosing the ‘Individual Child ID & Placement Number’ option from the Reports Menu as described above, or by selecting ‘View Individual Child Details’ from the Social Care: Looked After Children Menu. This produces the child details in a form which is described in Section 5.2.

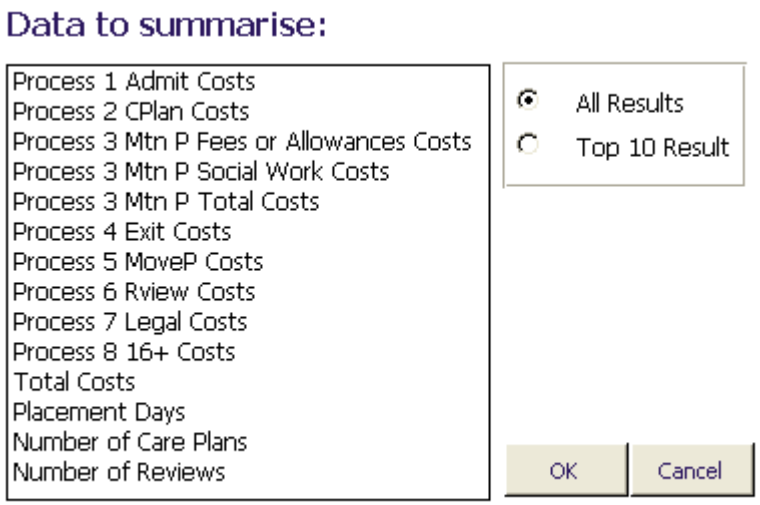
Filters provided by the pivot controls for ‘Children Who Have Exited Care and Returned’ are:

Pivot Control Name	Description	Choices
TotalDaysOutOfCare	Number of days between care episodes	No choices available
Child	Individual child identification number	Select all readmitted children or individuals by CID number
PlNo	Placement number	Select from the placements in the time period
Data	Select data display	No choices available

Separate Placements

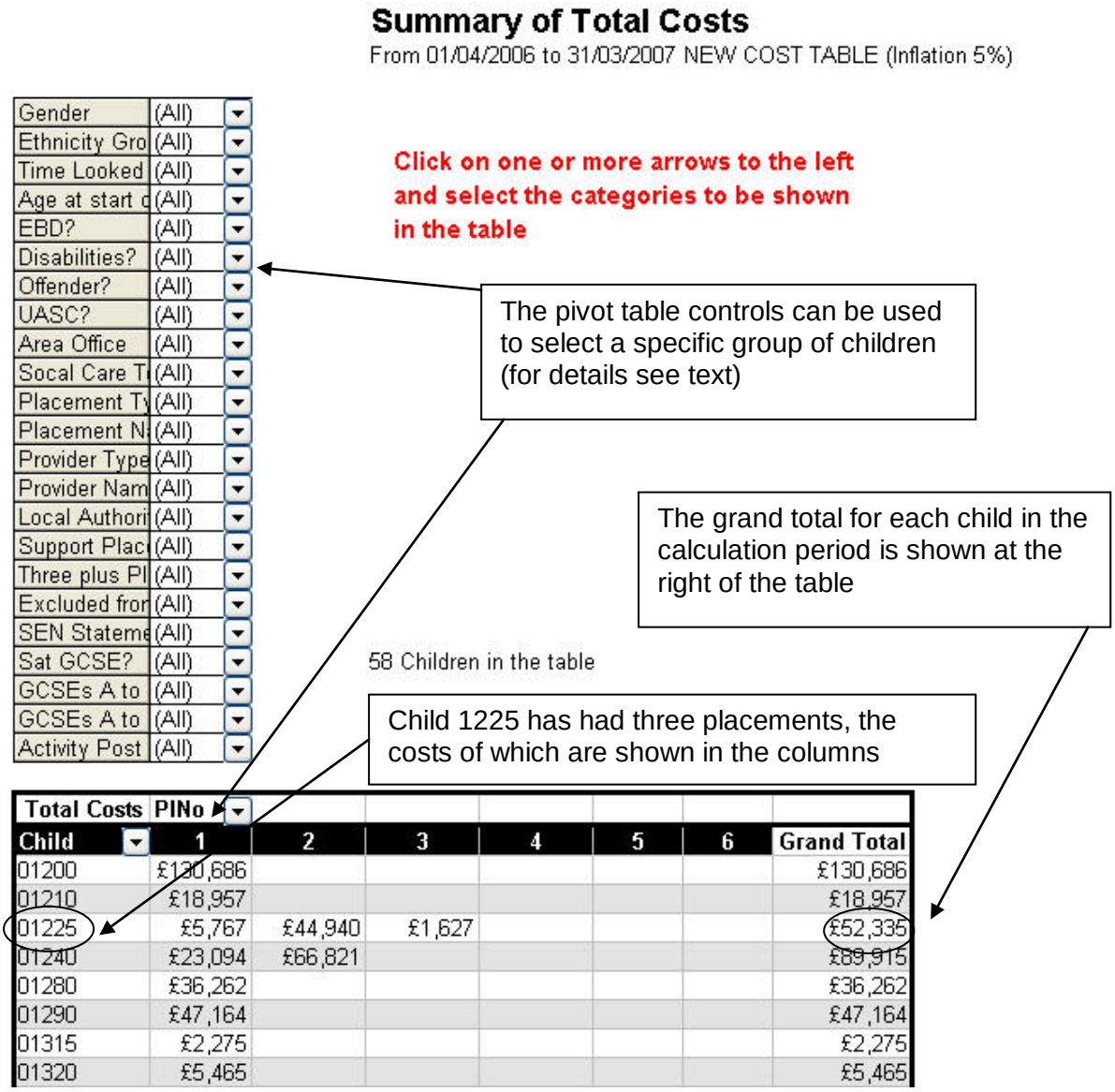
The ‘Separate Placements’ Report displays the placement costs and details for all children or for a selected group. The analysis can show not only the total costs of placements but also the costs of the individual social care processes (listed in section 2.4) that contribute to the total placement costs. From version 7.10 the costs of fees or allowances can also be obtained. Information on the number of days, reviews and care plans in each placement is also available.

To access this information first select ‘Separate Placements’ from the Reports Menu and then select the appropriate summary table from the dialogue box. The Cost Calculator can display all of the results in the table or the ten with the highest values (for example, the most expensive process costs or total costs, the greatest number of placement days). Select either ‘All Results’ or ‘Top 10 Results’ and then click the ‘OK’ button to see the table.



The table (shown on the next page) initially displays all of the results for the selection, for example, total costs of placements for all of the children in the dataset. The data are arranged in columns, showing the cost of each placement that occurred within the selected time period and the total cost of all the placements. The total number of children in the table is shown just above the table. There is no limit on the number of placements that can be displayed, but in the example data set no child has more then six placements.

Specific groups of children can be selected from the dataset by using the drop down lists of variables provided by the pivot table controls (arrowed). As with the other pivot table reports, a group of children can be selected on the basis of a multiple set of criteria. However, this report offers the extensive list of variables set out below, as well as the child’s identification number and placement number controls at the top of the summary table. If the data that has been imported includes the names and providers of individual placements, the Placement Name (Actual) and Provider Name (Actual) controls give you reports for all children placed in a particular placement, or with a particular provider.


Summary of Total Costs
From 01/04/2006 to 31/03/2007 NEW COST TABLE (Inflation 5%)
Gender (All)
Ethnicity Gro (All)
Time Looked (All)
Age at start c (All)
EBD? (All)
Disabilities? (All)
Offender? (All)
UASC? (All)
Area Office (All)
Socal Care T (All)
Placement Ty (All)
Placement N (All)
Provider Type (All)
Provider Nam (All)
Local Authori (All)
Support Plac (All)
Three plus Pl (All)
Excluded fror (All)
SEN Stateme (All)
Sat GCSE? (All)
GCSEs A to (All)
GCSEs A to (All)
Activity Post (All)
Click on one or more arrows to the left and select the categories to be shown in the table
The pivot table controls can be used to select a specific group of children (for details see text)
The grand total for each child in the calculation period is shown at the right of the table
58 Children in the table
Child 1225 has had three placements, the costs of which are shown in the columns
Total Costs PINo
Child 1 2 3 4 5 6 Grand Total
01200 £130,686 £130,686
01210 £18,957 £18,957
01225 £5,767 £44,940 £1,627 £52,335
01240 £23,094 £66,821 £89,915
01280 £36,262 £36,262
01290 £47,164 £47,164
01315 £2,275 £2,275
01320 £5,465 £5,465

You can ‘drill-down’ by double clicking on any of the cost values in the table. This displays the details of the cost calculations together with the child and placement characteristics. However, again there are alternative ways of accessing this information that may be preferable: namely the ‘Individual Child ID & Placement Number’ option from the Reports Menu, or ‘View Individual Child Details’ from the Social Care: Looked After Children Menu.

Separate Placements – available selection using the pivot controls:

Pivot Control Name	Description and Selection Function
Gender	Gender
Ethnicity Group	Ethnicity group
Time Looked After	Children who have been looked after for a specified number of years at the start of the calculation period
Age at start of Calcn period	Children who were the specific age at the start of the calculation period
EBD?	Children with (without) emotional and behavioural difficulties
Disabilities?	Children with (without) disabilities
Offender?	Children who are (not) offenders
UASC?	Children who are (not) unaccompanied asylum seekers
Area Office	Area office from list of area names
Social Care Team	Social care team from a list
Placement Type	Placement type from a list of different types
Placement Name (Actual)	Placement name from a list
Provider Type	Provided by local authority, agency or family
Provider Name (Actual)	Provider name from a list
Local Authority Area?	Placements in or out of LA area
Support Placement?	Main or support placements
Three plus Placements in Yr?	Children who had at least 2 other placements in the year preceding the start of a placement
Excluded from School?	Children (not) excluded from school
SEN Statement?	Children with (without) statement of Special Educational Needs
Sat GCSE?	Children aged 16+ who did (not) sit GCSE
GCSEs A to G	Children aged 16+ with specific number of GCSEs grade A to G
GCSEs A to C	Children aged 16+ with specific number of GCSEs grade A to C
Activity Post 16	Children aged 16+ who are (not) in education or employment

Costs by Provider

When you select 'Costs by Provider' the Cost Calculator prepares a table which summarises the costs of placements grouped by placement type, the provider (local authority, agency or family) and the area (whether within the local authority or out of the area).

Analysis of Costs by Placement Provider and Area

From 04/01/2007 to 31/03/2008 Out of London 2007-8

Grand Total	Provided By	Location											
		Total	Agency		Agency Total	Family		Family Total	Local Authority			Local Authority Total	Grand Total
Placement Type			In LA Area	Outside LA		In LA Area	Outside LA			In LA Area	Outside LA		
Adoption										£24,921	£65,966	£90,887	£90,887
Foster care			£146,871	£406,520	£553,391					£160,526	£175,046	£335,572	£888,963
Independence			£14,657	£200,724	£215,381						£19,480	£19,480	£234,861
Kinship care						£124,995	£97,884	£222,880					£222,880
Mother And Baby			£244,798	£28,979	£273,777						£26,444	£26,444	£300,221
Other	£25,794	£25,794											£25,794
Placed with parents						£26,864	£73,449	£100,313					£100,313
Post adoption									£2,407			£2,407	£2,407
Res+Education+Health			£247,474	£460,166	£707,640					£124,396	£115,108	£239,505	£947,144
Residential			£942,345	£239,607	£1,181,952					£5,848	£341,388	£347,236	£1,529,188
Residential+Education			£1,461	£407,424	£408,885					£227,200		£227,200	£636,085
Residential+Health			£167,460	£21,857	£189,317					£25,941	£41,349	£67,290	£256,606
Secure			£439,629	£172,910	£612,539					£232,945	£266,079	£499,024	£1,111,563
Semi-Independence			£74,399	£21,695	£96,095						£82,795	£82,795	£178,890
Treatment Foster Care			£72,530	£83,849	£156,379					£44,408	£69,416	£113,824	£270,203
Unknown	£2,385	£2,385											£2,385
Young Offenders Inst										£26,485	£21,579	£48,063	£48,063
Grand Total	**£28,180**	**£28,180**	**£2,351,625**	**£2,043,730**	**£4,395,355**	**£151,860**	**£171,333**	**£323,192**	**£2,407**	**£872,669**	**£1,224,651**	**£2,099,727**	**£6,846,455**

Report printed on: 15/10/2008 Data imported on: 31/03/2008 CCFR Version 7.4.1

Costs by Provider – available selection using pivot controls

Pivot Control Name	Description	Choices
Placement Type	Type of placement	Select from list
Provided By	Type of provider	Local authority or agency
Location	Placement location	In or out of local authority area

Costs by Placements

If you select 'Costs by Placements' from the Reports menu, the Cost Calculator displays a table of costs of children's placements for the selected time period. These are grouped according to the type of placement, for example, foster care, kinship care, adoption[5] and so on. Part of the placement summary table is shown below.

Analysis of Costs by Placement Type

From 01/04/2006 to 31/03/2007 London

Description	Type	Provided By	Location	Costs	Weeks Looked After	Average Weekly Cost
Adoption in LA	Adoption	Local Authority	In LA Area	£36,211	70.1	£516
Adoption out LA	Adoption	Local Authority	Outside LA	£63,535	66.7	£952
Agency Foster Care in LA	Foster care	Agency	In LA Area	£97,540	70.0	£1,393
Agency Foster Care out LA	Foster care	Agency	Outside LA	£222,647	167.6	£1,329
LA Foster Care in LA	Foster care	Local Authority	In LA Area	£110,949	193.3	£574
LA Foster Care out LA	Foster care	Local Authority	Outside LA	£116,951	206.4	£567
Agency Independence in LA	Independence	Agency	In LA Area	£14,439	14.6	£991
Agency Independence out LA	Independence	Agency	Outside LA	£128,040	98.4	£1,301
LA Independence in LA	Independence	Local Authority	In LA Area	£13,013	16.4	£792
LA Independence out LA	Independence	Local Authority	Outside LA	£20,165	16.9	£1,196
Kinship Care in LA	Kinship care	Family	In LA Area	£64,386	121.1	£531
Kinship Care out LA	Kinship care	Family	Outside LA	£46,362	83.4	£556

[5] The costs of adoption have been taken from Selwyn, J., Sturgess, W., Quinton, D. and Baxter, C. (2003) *Costs and Outcomes of Non-Infant Adoption, Report to the Department of Health.* Bristol: University of Bristol, Hadley Centre for Adoption and Foster Care Studies.

Costs by Provider and Placement Names

This report offers similar choices to the Separate Placements report, but the items shown in the table now represent totals for the named providers and placements that are listed.

Summary of Total Costs By Provider and Placement Names
From 01/04/2006 to 31/03/2007 NEW COST TABLE

Gender	(All)
Ethnicity Group	(All)
Time Looked After	(All)
Age at start of Calc p	(All)
EBD?	(All)
Disabilities?	(All)
Offender?	(All)
UASC?	(All)
Area Office	(All)
Socal Care Team	(All)
Placement Type	(All)
Provider Type	(All)
Local Authority Area?	(All)
Support Placement?	(All)
Three plus Placemen	(All)
Excluded from Schoo	(All)
SEN Statement?	(All)
Sat GCSE?	(All)
GCSEs A to G	(All)
GCSEs A to C	(All)
Activity Post 16	(All)

Click on one or more arrows to the left and select the categories to be shown in the table

Total Costs		
Provider	PlacementNames	Total
(Default)	(Default)	£1,642,068
	Adele New	£8,131
Dovery	Welford school	£124,463
Flower Garden	(Default)	£253,749
	The Cherry Blossom	£123,194
	The Lily Pad	£136,952
	The Maple Lodge	£12,457
	The Tulip Field	£1,604

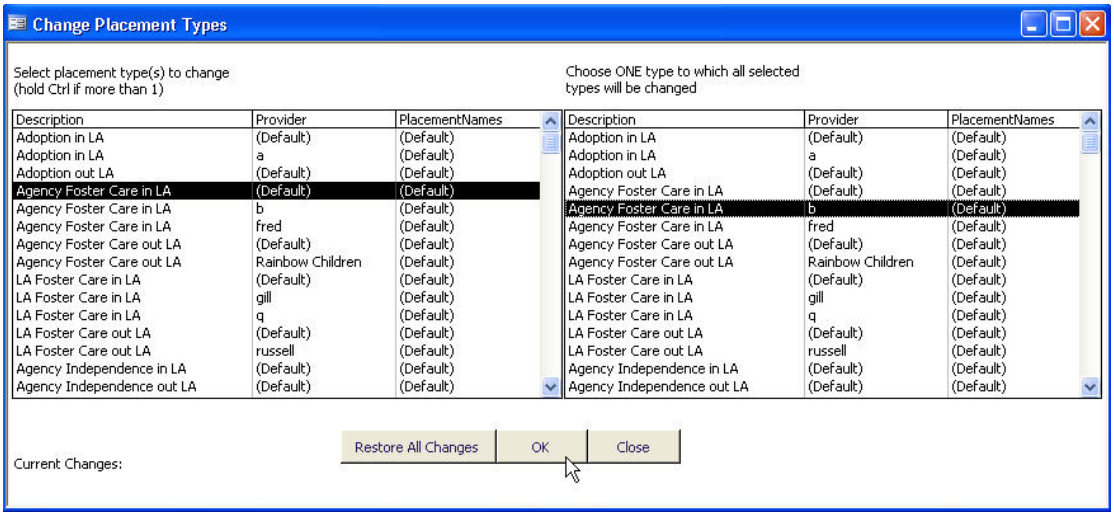
4.7 Placement Changes – "What if"

From the top-level Social Care: Looked After Children Menu, the "What if" function gives you the opportunity to explore the effects of changing placement types on costs. For example, this mechanism would allow the user to compare total costs if all children in agency foster care placements were placed in local authority foster care provision, or children placed in specific placement types out of the authority were placed within the authority.

The reports that the model produces are based on the current set of data with which it has been provided. If any of the child, placement or unit cost data are changed, all subsequent reports are based on the new data set. Comparison of the 'before' and 'after' reports allows the impact of the changes to be studied. The model therefore has the facility to investigate the impact of implementing policy changes, as well as the effects of variations in unit costs.

In order to compare the costs, before starting the “What if” analysis you should obtain those reports that you wish to compare and use the ‘Save As’ function in Excel to save them under different names.

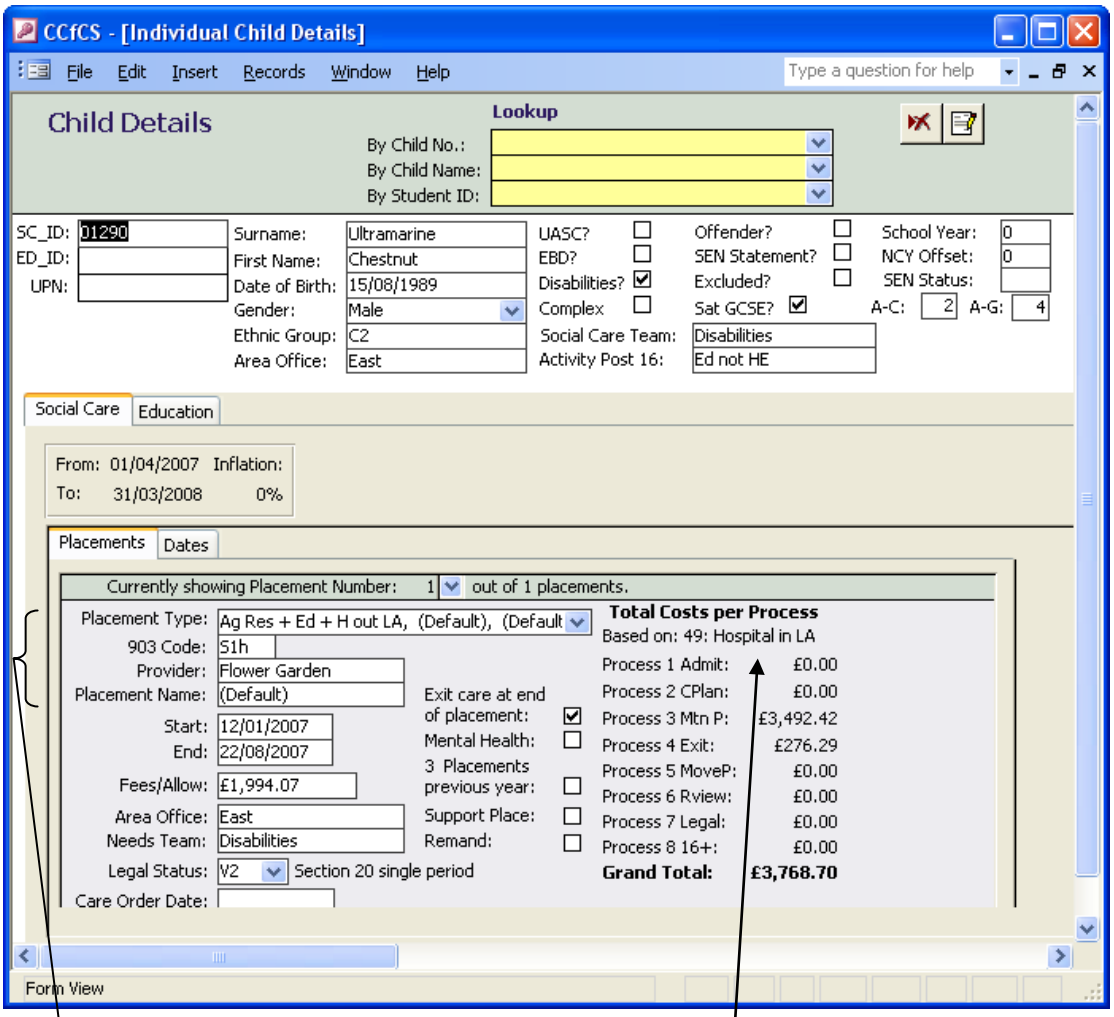
To carry out a “What if” analysis, select ‘Placement Changes – “What if”’ from the Social Care: Looked After Children Menu. You will then see an input form with two panels (see below). Simply click the placements you wish to change on the left, and the type to change to on the right, then press ‘OK’.


Change Placement Types
Select placement type(s) to change
(hold Ctrl if more than 1)
Choose ONE type to which all selected
types will be changed
Description
Provider
PlacementNames
Adoption in LA (Default) (Default)
Adoption in LA a (Default)
Adoption out LA (Default) (Default)
Agency Foster Care in LA (Default) (Default)
Agency Foster Care in LA b (Default)
Agency Foster Care in LA fred (Default)
Agency Foster Care out LA (Default) (Default)
Agency Foster Care out LA Rainbow Children (Default)
LA Foster Care in LA (Default) (Default)
LA Foster Care in LA gill (Default)
LA Foster Care in LA q (Default)
LA Foster Care out LA (Default) (Default)
LA Foster Care out LA russell (Default)
Agency Independence in LA (Default) (Default)
Agency Independence out LA (Default) (Default)
Current Changes:
Restore All Changes
OK
Close

Multiple selections in the left hand panel can be made by holding down the ‘Ctrl’ key and clicking on the placement types. Select ONE placement type from the right panel. This is the placement type to which all of the previously selected types will be changed.

Your selections appear below. You can make successive changes at once, and these are all listed at the bottom of the screen. All the placement types in the data base are changed, and when you run your reports the calculations are updated. You can then explore the effects of the changes by creating new summary tables and using the pivot table controls to select specific groups of children. Note that in the Separate Placements report, the filters Placement Name (Actual) and Provider Name (Actual) select those children who were actually in these placements, not those who hypothetically would be in them after the placement types are changed in the “What if” analysis.

When you ‘View Individual Child Details’ (see Section 5.2) following “What if” analysis, the actual placement details are still shown on the left of the form, while the hypothetical placement type and its costs are on the right.



It should be noted that while the Cost Calculator can provide information on what the total cost would be if particular placement changes were made, it takes no account of whether it would be practically possible to make such changes, nor does it include additional costs that might be generated by the process of making the changes.

To undo all the hypothetical changes and calculate using the original placement types, simply click the Restore All Changes button.

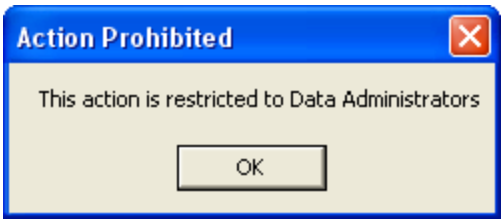
While all users may use the “What if” function as described above, other investigations of the possible impact of changes can be undertaken by those who have **Data Administrator** privileges. Such users can try out making alterations to the cost values in customised cost tables and edits of the information relating to individual children and discover their impact on costs. See Chapters 5 and 8 which explain editing and customising for further information on this.

Chapter 5
Viewing and Editing Data

5.1 Who Can View and Edit Data?

All Cost Calculator users can view the child and placement data that has been imported into the application together with the unit cost sheets that are available. The categories of child characteristics and placements that are used in the analysis can also be inspected.

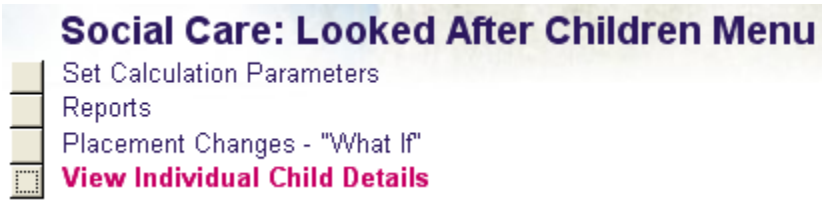
Users who have **Data Administrator** rights have the further privilege of being able to edit and delete data in the Cost Calculator and modify the lists of categories. To make such changes you must first click the **Edit button** . This checks whether the user has Data Administrator rights. If not, a message is generated informing the user that they do not have the required status:



Information in this chapter about editing data is relevant only to Data Administrators, and is shown in a box. All changes that are made by the Data Administrator are stored in the application and can immediately be viewed by other users.

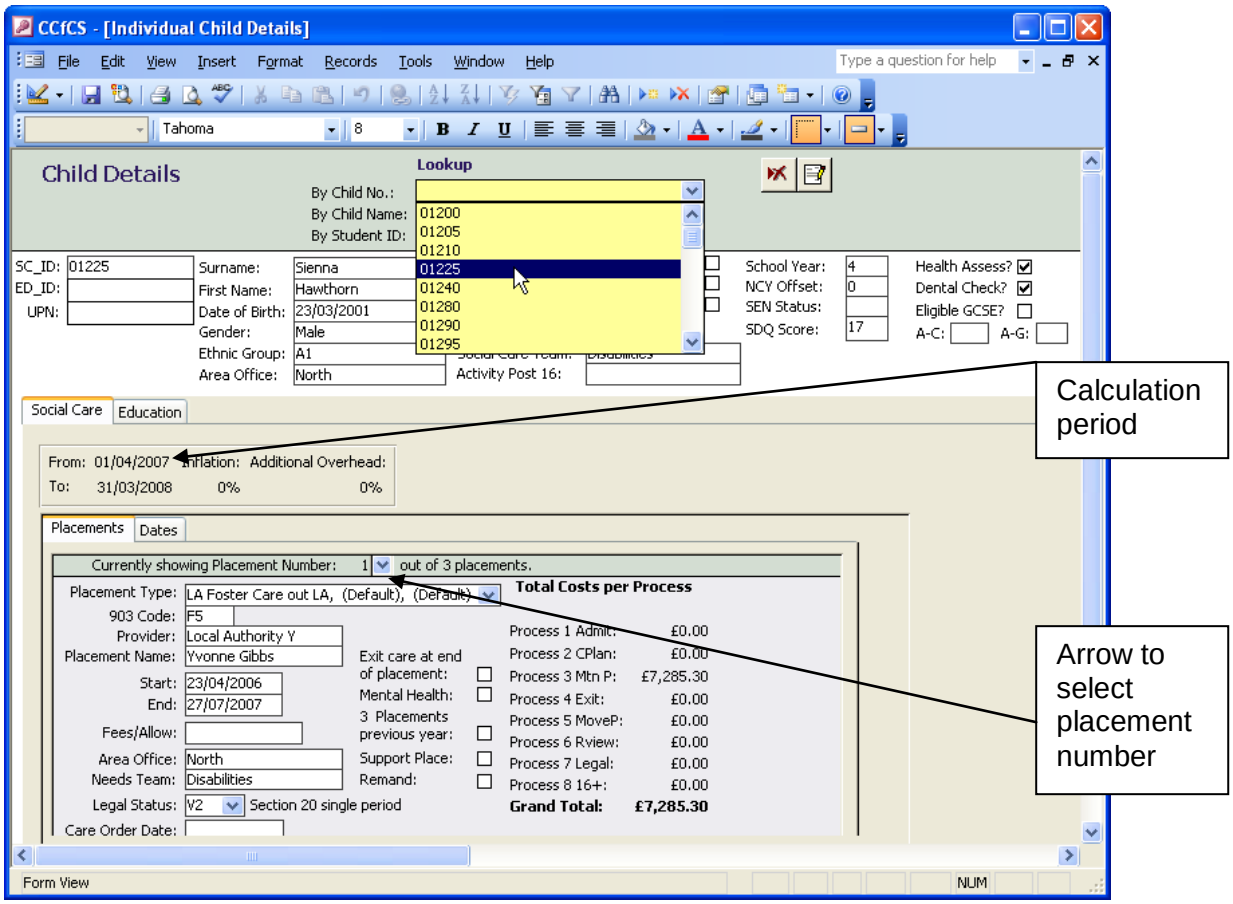
5.2 Individual Child Details

The Cost Calculator allows you to view the information held for each child. From the Social Care: Looked After Children Menu, select 'View Individual Child Details':



You can search for a child using the name or the number with the yellow 'Lookup' boxes at the top of the screen. For a child who has more than one placement you can select the one you wish to view by clicking on the arrow to the right of the

placement number and choosing one of the numbers that drop down. The form lets you select all the child's placements so you can see basic information about them, including their dates. For **placements that fell outside the calculation time period** you have selected, the 'Total Costs per Process' section is **blank**. Process costs are shown if the placement (or part of it) falls within the calculation period, and so this form provides a summary of the Individual Child ID & Placement Number report.

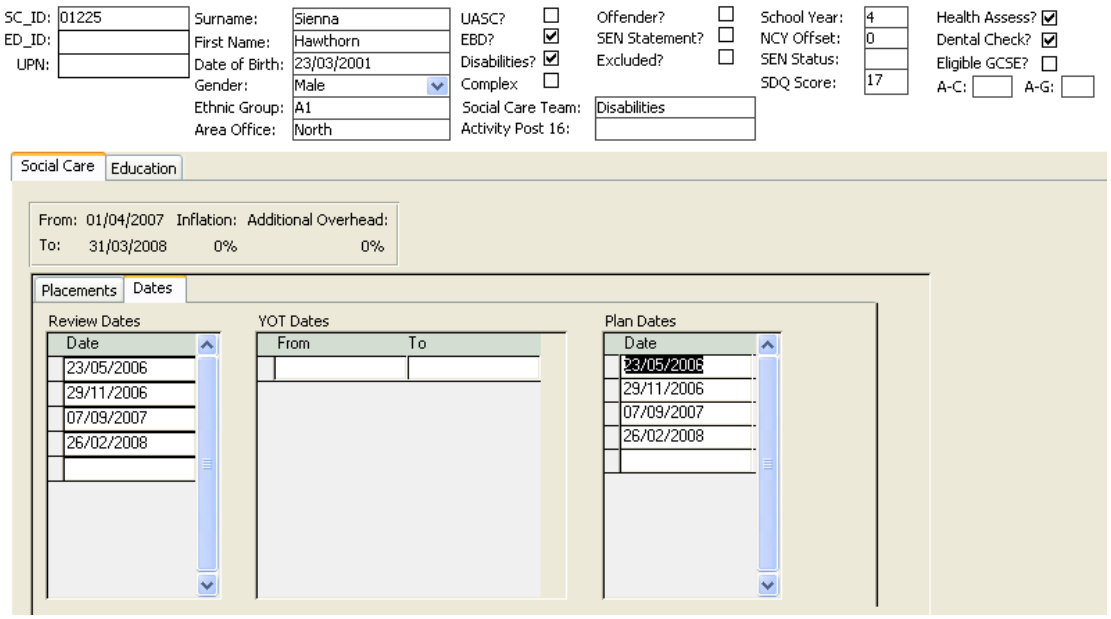


Dates of reviews, Youth Offending Team support and care plan updates can be viewed using the Dates tab. These are then listed as shown below.

The buttons at the top right of the form are for use by Data Administrators. The first button allows them to delete the selected child from the Cost Calculator. The 'Edit' button unlocks the form, so that the data can be edited. This provides a means of entering data on particular variables by hand. Items entered replace previously held entries for the same items and so are immediately available to all users.

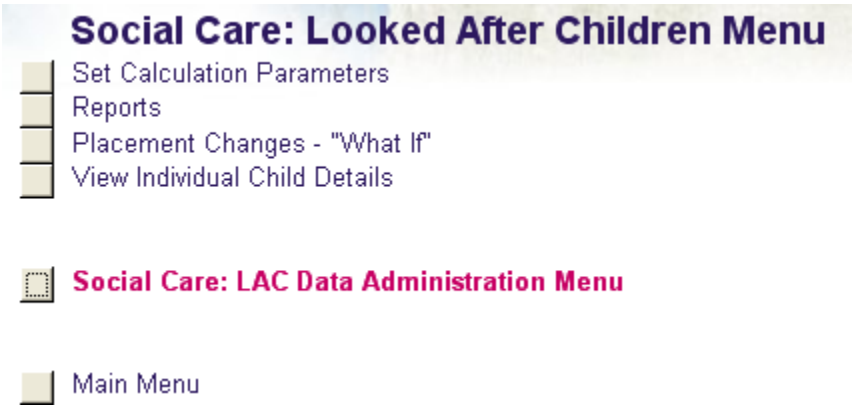
Tip: Take care when importing additional data following manual data entry, since if the imported data is different it may overwrite what has been manually edited. For

example, if you notice a child's gender is wrong and just manually edit it in the Cost Calculator, when you next import data it will be changed back to what it is in your main system. The manual edit facility is therefore most useful for adding information that you cannot import from your main system.



5.3 Social Care: LAC Data Administration Menu

Various lists of codings can be accessed from the **Social Care: LAC Data Administration Menu**.



Opening the menu provides choices of two kinds of lists of categories and codings which are described in this chapter, together with other Data Administrator tasks that are explained in Part 2. Notice that the last menu option always takes you **back** up to the previous menu:

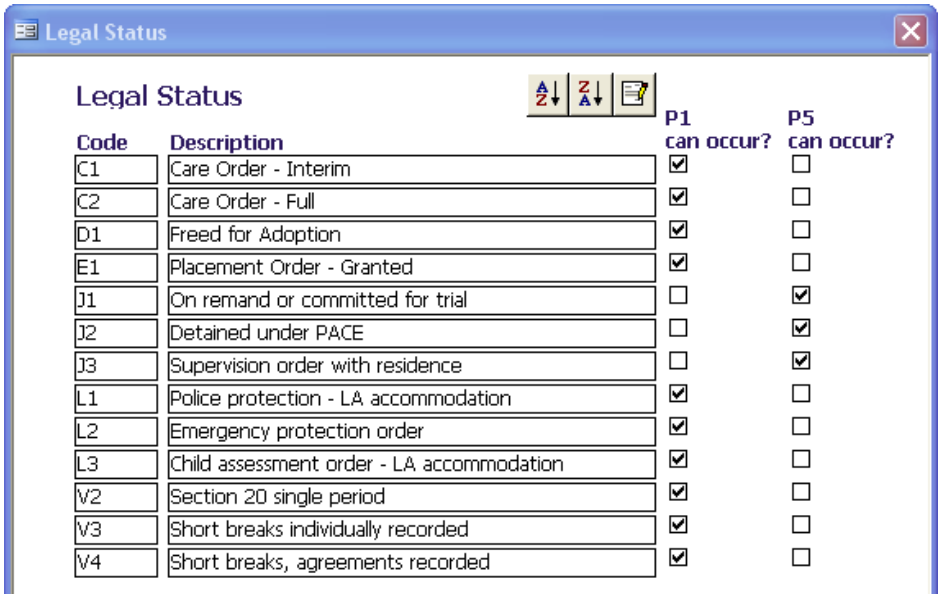
Social Care: LAC Data Administration Menu
Fixed Lists
Editable Lists
Import/Export Looked After Children Data
Unit Cost Calculator
Social Care: Looked After Children Menu

5.4 Fixed Lists

The option **Fixed Lists** opens a sub-menu of four lists: Legal Status, Ethnicity, Built-In Placement Type Details and Social Care Processes for Looked After Children. The categories that in these lists cannot be changed (their Edit buttons are locked), but you can inspect them to see the codings used.

Legal Status List

In the **Legal Status** list, the codes used in the SSDA 903 returns are shown and a description of each is given.

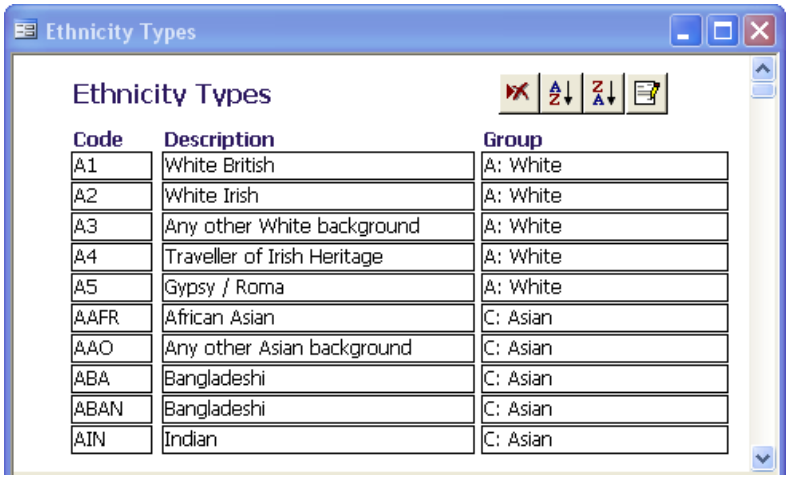


Code	Description	P1 can occur?	P5 can occur?
C1	Care Order - Interim	☑	☐
C2	Care Order - Full	☑	☐
D1	Freed for Adoption	☑	☐
E1	Placement Order - Granted	☑	☐
J1	On remand or committed for trial	☐	☑
J2	Detained under PACE	☐	☑
J3	Supervision order with residence	☐	☑
L1	Police protection - LA accommodation	☑	☐
L2	Emergency protection order	☑	☐
L3	Child assessment order - LA accommodation	☑	☐
V2	Section 20 single period	☑	☐
V3	Short breaks individually recorded	☑	☐
V4	Short breaks, agreements recorded	☑	☐

The tick boxes show whether when a child of this legal status starts to be looked after the decision to do this is made by social services, incurring the cost for Process 1 (P1 - decide if child needs to be looked after and find first placement). For the youth justice codings the court makes the decision and so Process 5 cost is incurred instead (P5 - find a subsequent placement).

Ethnicity Types

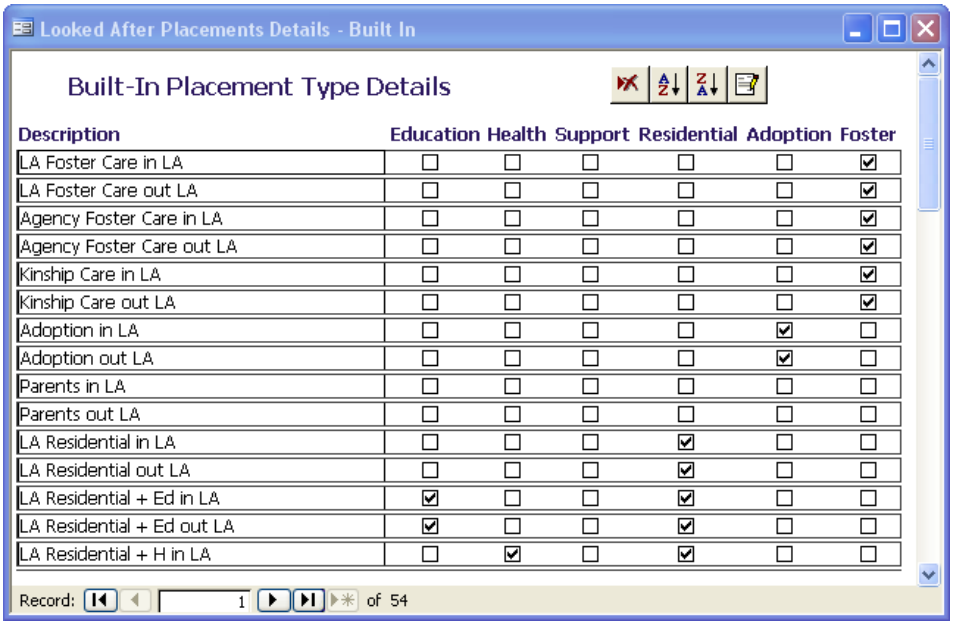
The **Ethnicity Types** list contains the codes used for ethnicity types in SSDA 903 returns, the description of each code, and the appropriate ethnic group. Also included are three and four letter ethnicity codes used with education data. All these ethnicity codes are accepted from version 7.5 of the Cost Calculator.



Code	Description	Group
A1	White British	A: White
A2	White Irish	A: White
A3	Any other White background	A: White
A4	Traveller of Irish Heritage	A: White
A5	Gypsy / Roma	A: White
AAFR	African Asian	C: Asian
AAO	Any other Asian background	C: Asian
ABA	Bangladeshi	C: Asian
ABAN	Bangladeshi	C: Asian
AIN	Indian	C: Asian

Built-In Placement Type Details

The **Built-In Placement Type Details** list indicates by the check boxes the aspects of the different placement categories that are taken into account in calculating costs.



Description	Education	Health	Support	Residential	Adoption	Foster
LA Foster Care in LA	☐	☐	☐	☐	☐	☑
LA Foster Care out LA	☐	☐	☐	☐	☐	☑
Agency Foster Care in LA	☐	☐	☐	☐	☐	☑
Agency Foster Care out LA	☐	☐	☐	☐	☐	☑
Kinship Care in LA	☐	☐	☐	☐	☐	☑
Kinship Care out LA	☐	☐	☐	☐	☐	☑
Adoption in LA	☐	☐	☐	☐	☑	☐
Adoption out LA	☐	☐	☐	☐	☑	☐
Parents in LA	☐	☐	☐	☐	☐	☐
Parents out LA	☐	☐	☐	☐	☐	☐
LA Residential in LA	☐	☐	☐	☑	☐	☐
LA Residential out LA	☐	☐	☐	☑	☐	☐
LA Residential + Ed in LA	☑	☐	☐	☑	☐	☐
LA Residential + Ed out LA	☑	☐	☐	☑	☐	☐
LA Residential + H in LA	☐	☑	☐	☑	☐	☐

Support placements are either in addition to another placement or comprise continuing support after the child has been adopted (costs for **respite-only** children are not available at present). The only costs incurred in such placements are the fees or allowances component of Process 3 Maintaining the Placement.

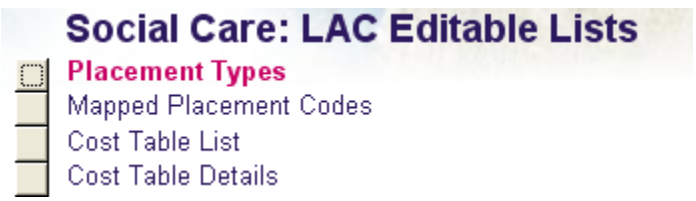
Process Details

The **Social Care: LAC Processes** listed form the basis of the Cost Calculator computations, since the costs are calculated separately for each process. The unit cost of each of them is multiplied by the number of times the process occurs, and the resulting process costs are summed to find the total cost. The first field in this table shows the sector as LAC. The Cost Calculator is being extended to compute costs for other sectors such as education which will have their own process lists. The process number and description are then set out, followed by a short code which is an abbreviation of the process description. These short codes are used within the Cost Calculator as a compact way of identifying these different processes.

Sector	Process	Description	Code
LAC	1	Decision to Look After & Place	Admit
LAC	2	Care Planning	CPlan
LAC	3	Maintain Placement (daily)	Mtn P
LAC	4	Exit Care (Return Home)	Exit
LAC	5	Find Later Placement	MoveP
LAC	6	Review	Rview
LAC	7	Legal	Legal
LAC	8	Transition to Leaving Care	16+

5.5 Editable Lists

Editable Lists is the second option in the **Social Care: LAC Data Administration Menu**. Costs and codings accessed from it can be edited and **customised** by Data Administrators. All users, however, can inspect these lists and so can see any customised unit costs and codes that have been created in their local authority. This section sets out the concepts of what can be customised; detailed instructions to enable Data Administrators to customise placement types are provided in Chapter 8.

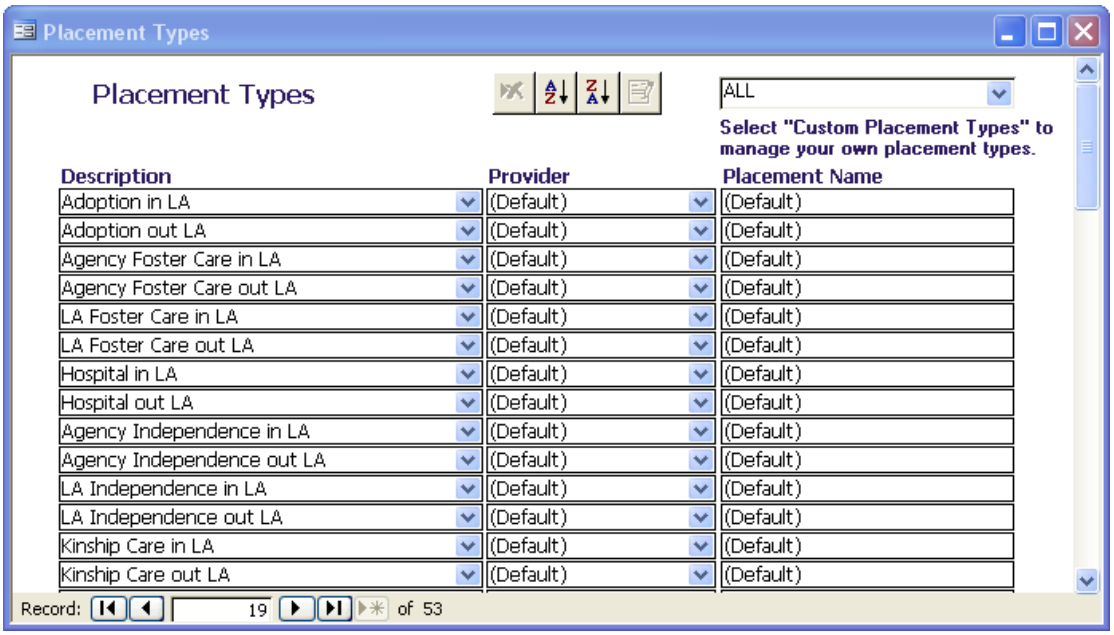


Placement Types

The first field in the 'Placement Types list has descriptions of all the types of placement that are built-in to the model. The entries in the Provider and Placement Name fields are initially all shown as (**Default**), signifying that the values in the corresponding built-in (Default) rows of the unit cost table you select will be used in the cost calculations. An extra row is generated in this table when the Data Administrator creates a **customised placement type** for which either the Provider or Placement name or both must be specified. Costs for this provider or placement can then be defined which are different from those of other placements of the same type.

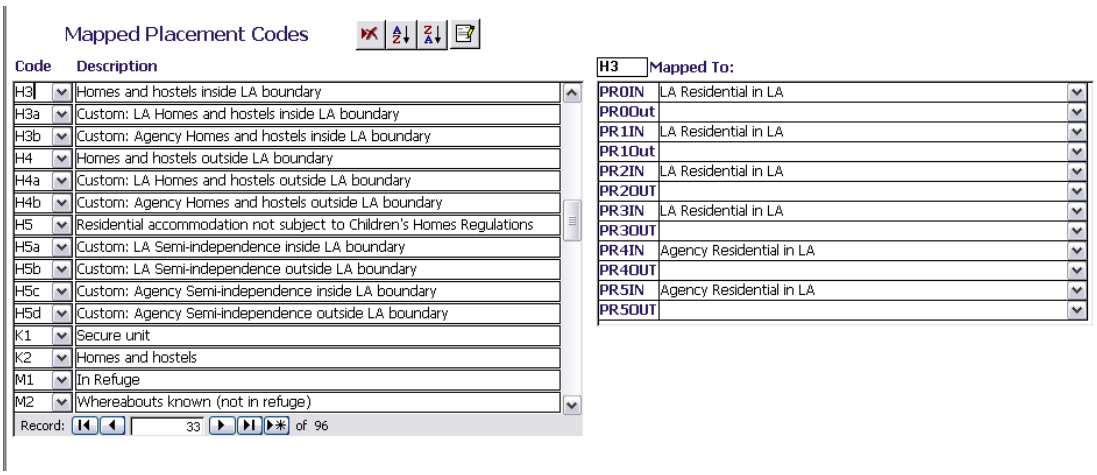
Tip: You can get an analysis of costs by provider name without customising placement types – you use the appropriate filter in the 'Separate Placements' report.

As an example of how you might use customised placement types, suppose that your authority purchases most of its out-of-authority residential placements from a particular provider, Cirrus Care, and that special rates for these placements have been negotiated. In addition, your authority purchases various other out-of-authority residential placements from a range of other providers. If you define a customised placement type with provider Cirrus Care you can define unit costs and fees for Cirrus Care placements that are different from those for other out-of-authority residential placements, to which the default costs will apply. Since there is no restriction on how many customised placement types you can create, if you wish you can set them up for a number of different residential providers.


Placement Types
Placement Types
ALL
Select "Custom Placement Types" to manage your own placement types.
Description
Provider
Placement Name
Adoption in LA (Default) (Default)
Adoption out LA (Default) (Default)
Agency Foster Care in LA (Default) (Default)
Agency Foster Care out LA (Default) (Default)
LA Foster Care in LA (Default) (Default)
LA Foster Care out LA (Default) (Default)
Hospital in LA (Default) (Default)
Hospital out LA (Default) (Default)
Agency Independence in LA (Default) (Default)
Agency Independence out LA (Default) (Default)
LA Independence in LA (Default) (Default)
LA Independence out LA (Default) (Default)
Kinship Care in LA (Default) (Default)
Kinship Care out LA (Default) (Default)
Record: 19 of 53

Mapped Placement Codes

The ‘Mapped Placement Codes’ list shows the SSDA 903 placement codes, the description of each and the corresponding placement code in the database to which each SSDA 903 code maps. A part of the form is shown in the screen shot. The reason why these placement codes are customisable is that the Cost Calculator distinguishes between placements with local authority and with agency providers, and also between those located in, rather than out of, the local authority area, while some of the pre-2009 SSDA 903 codes do not. The new codes being introduced in the 2009 SSDA 903 return will reduce the need to customise these mapping codes.



At present there are two reasons why you may wish to customise these codes:

- the default mapping is not appropriate in your local authority
- you wish to separately distinguish subcategories within a SSDA 903 code

Where the SSDA 903 codes do not distinguish the type of provider or identify the location of the placement the respective **default assumptions** are that the provider is the local authority and the placement is within the local authority boundary. These assumptions, however, will not be appropriate for all local authorities. For example, if your local authority does not have any residential homes but instead uses agency homes within the local authority boundary it would be appropriate to change the default mapping of H3 from ‘LA Residential in LA’ to ‘Agency Residential in LA’.

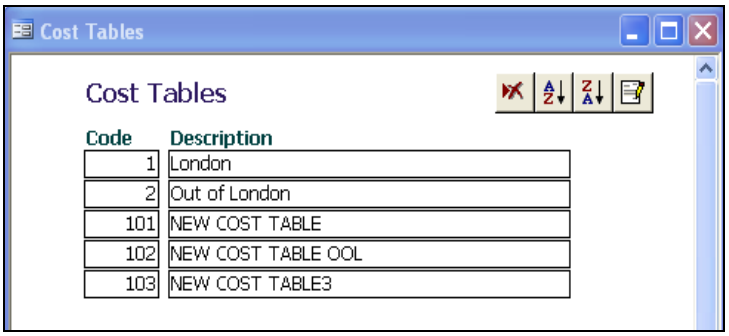
Alternatively, if your authority uses both its own and agency residential placements within its own area it is helpful to separate them for the cost calculations. You can do this using the suffixes shown on the SSDA 903 codes. For example, in addition to the

SSDA 903 code H3, two subcategories H3a and H3b are defined, distinguishing between the types of provider, H3a being local authority and H3b being agency.

The Data Administrator can change the mappings in this table by clicking on the 'Edit' button at the top right and then selecting an option from the drop down list. Section 8.4 provides further information on this.

Cost Table List

The 'Cost Table List' option from the Social Care: LAC Editable Lists Menu shows the cost tables that are currently available to you in the Cost Calculator. You use 'Set Calculation Parameters' (described in Section 3.3) to select which of these costs you wish to use in your calculations. Cost tables with codes below 100 (shown in the left hand column of the list) are supplied with the Cost Calculator. Any customised cost tables that your Data Administrator has created are shown in this list numbered 101 upwards.

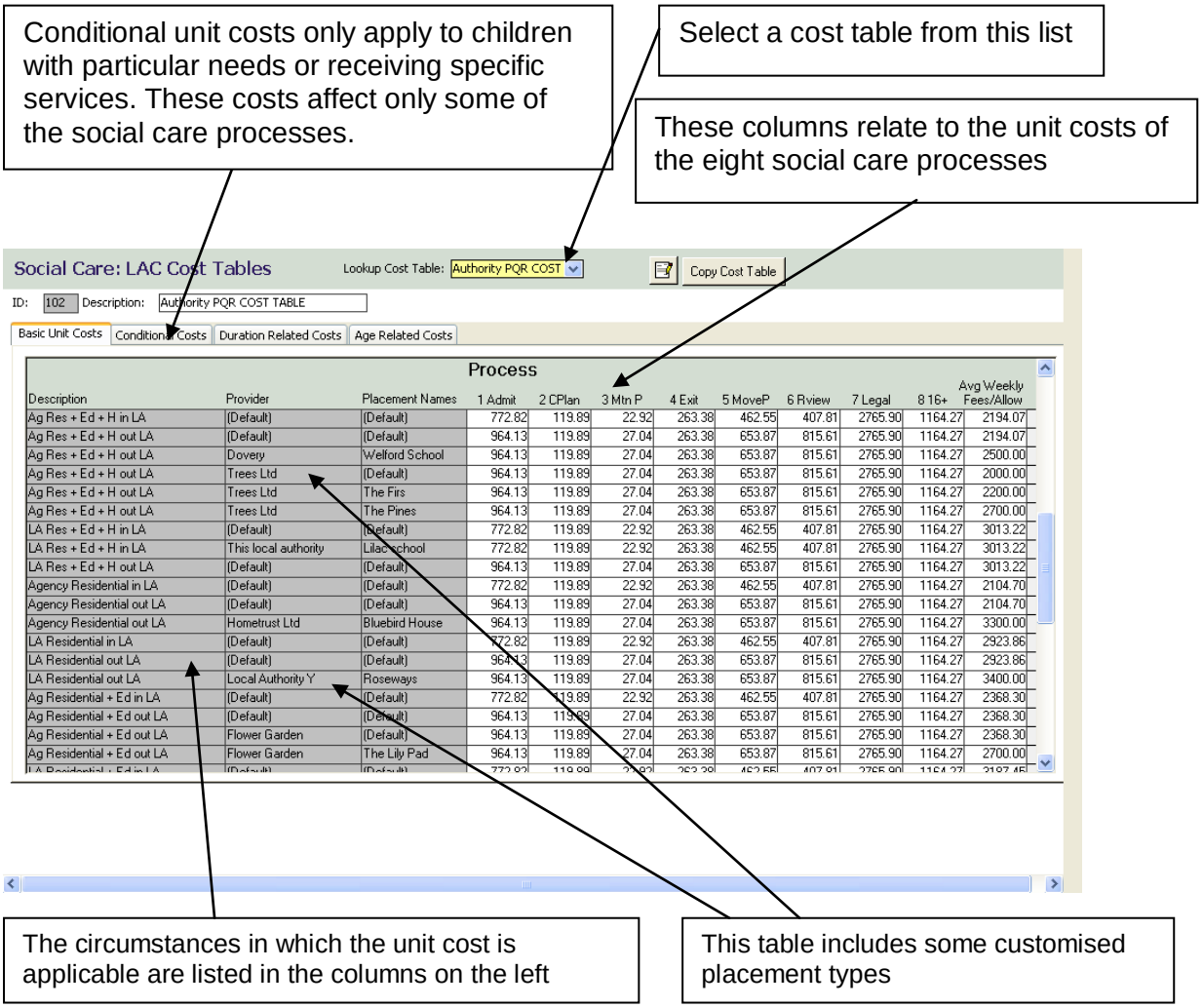


The Data Administrator can click on the 'Edit' button at the top right and change the descriptions (i.e. names) of customised cost tables, or delete entire customised cost tables. The built-in cost tables cannot be changed and are hidden whilst you edit.

Cost Table Details

All users can view the unit cost tables by choosing 'Social Care: LAC Data Administration', 'Editable Lists' followed by 'Cost Table Details. The cost table you wish to look at is then selected from the drop down list of those available. You are then able to inspect the unit cost values for each process and for every type of placement. From version 7.10, the row labelled 'LA Treatment Foster Care in LA' contains research estimates of the unit costs of providing treatment foster care.

The columns in the **'Basic Unit Costs'** sheet relate to the eight social care processes (see sections 2.4 and 5.4), and the rows to the different placement types that cause the unit costs to differ. The tabs **'Conditional Costs'**, **'Duration Related Costs**' and **'Age Related Costs'** give access to sections of the table with values that apply only in certain circumstances, for example, for children with different needs.


Conditional unit costs only apply to children with particular needs or receiving specific services. These costs affect only some of the social care processes.
Select a cost table from this list
These columns relate to the unit costs of the eight social care processes
Social Care: LAC Cost Tables
Lookup Cost Table: Authority PQR COST
Copy Cost Table
ID: 102 Description: Authority PQR COST TABLE
Basic Unit Costs
Conditional Costs
Duration Related Costs
Age Related Costs
Process
Description Provider Placement Names 1 Admit 2 CPlan 3 Mtn P 4 Exit 5 MoveP 6 Rview 7 Legal 8 16+ Avg Weekly Fees/Allow
Ag Res + Ed + H in LA (Default) (Default) 772.82 119.89 22.92 263.38 462.55 407.81 2765.90 1164.27 2194.07
Ag Res + Ed + H out LA (Default) (Default) 964.13 119.89 27.04 263.38 653.87 815.61 2765.90 1164.27 2194.07
Ag Res + Ed + H out LA Dovery Welford School 964.13 119.89 27.04 263.38 653.87 815.61 2765.90 1164.27 2500.00
Ag Res + Ed + H out LA Trees Ltd (Default) 964.13 119.89 27.04 263.38 653.87 815.61 2765.90 1164.27 2000.00
Ag Res + Ed + H out LA Trees Ltd The Firs 964.13 119.89 27.04 263.38 653.87 815.61 2765.90 1164.27 2200.00
Ag Res + Ed + H out LA Trees Ltd The Pines 964.13 119.89 27.04 263.38 653.87 815.61 2765.90 1164.27 2700.00
LA Res + Ed + H in LA (Default) (Default) 772.82 119.89 22.92 263.38 462.55 407.81 2765.90 1164.27 3013.22
LA Res + Ed + H in LA This local authority Lilac School 772.82 119.89 22.92 263.38 462.55 407.81 2765.90 1164.27 3013.22
LA Res + Ed + H out LA (Default) (Default) 964.13 119.89 27.04 263.38 653.87 815.61 2765.90 1164.27 3013.22
Agency Residential in LA (Default) (Default) 772.82 119.89 22.92 263.38 462.55 407.81 2765.90 1164.27 2104.70
Agency Residential out LA (Default) (Default) 964.13 119.89 27.04 263.38 653.87 815.61 2765.90 1164.27 2104.70
Agency Residential out LA Hometrust Ltd Bluebird House 964.13 119.89 27.04 263.38 653.87 815.61 2765.90 1164.27 3300.00
LA Residential in LA (Default) (Default) 772.82 119.89 22.92 263.38 462.55 407.81 2765.90 1164.27 2923.86
LA Residential out LA (Default) (Default) 964.13 119.89 27.04 263.38 653.87 815.61 2765.90 1164.27 2923.86
LA Residential out LA Local Authority Y Roseways 964.13 119.89 27.04 263.38 653.87 815.61 2765.90 1164.27 3400.00
Ag Residential + Ed in LA (Default) (Default) 772.82 119.89 22.92 263.38 462.55 407.81 2765.90 1164.27 2368.30
Ag Residential + Ed out LA (Default) (Default) 964.13 119.89 27.04 263.38 653.87 815.61 2765.90 1164.27 2368.30
Ag Residential + Ed out LA Flower Garden (Default) 964.13 119.89 27.04 263.38 653.87 815.61 2765.90 1164.27 2368.30
Ag Residential + Ed out LA Flower Garden The Lily Pad 964.13 119.89 27.04 263.38 653.87 815.61 2765.90 1164.27 2700.00
The circumstances in which the unit cost is applicable are listed in the columns on the left
This table includes some customised placement types

In the 'Basic Unit Costs' table shown in the screen shot, the column headed '3 Mtn P' shows the social care activity **costs per day** that form part of the costs for Process 3 (maintaining the placement). The Cost Calculator combines these costs with the **weekly fee or allowance** for the placement, dividing each of these by seven to obtain the daily rate. The default figure for the weekly fee or allowance is the average for the placement type, shown in the right hand column headed **'Avg Weekly Fees/Allow'**[6]. These averages are used in "What if" analyses For calculating the cost of actual placements, data on the weekly fee or allowance paid for each can be

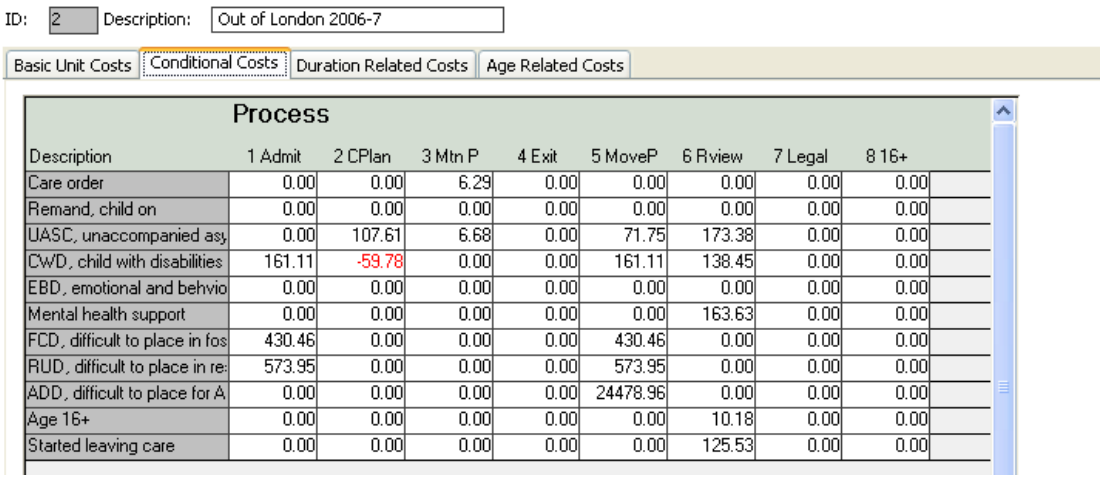
[6] The figure in the column headed Avg Weekly Fees/Allow is set at zero for placements with parents and adopters because fees/allowances are not paid for these placements.

imported together with the other placement data. If you import weekly fees or allowances. but some are not available, where there is a blank in the column the Cost Calculator substitutes the average amount for that placement type. The 'Avg Weekly Fees/Allow' values are not at present calculated from the data you import, and the Data Administrator is therefore advised to create a customised cost table and manually customise the values in the last column (see Chapter 8).

If a placement is designated a support placement, implying that there is another placement ongoing at the same time, the only cost attributed to the support placement is the fee or allowance paid. All the social care costs are included in the cost of the main placement. The last type of "placement", post-adoption support, is an allowance that may continue to be paid to adopters after the adoption has taken place. This similarly incurs only the cost of the allowance.

The values in the 'London' and 'Out of London' cost tables supplied cannot be altered, but Data Administrator users of the Implementation version can create new costs tables and edit the values they contain, so that customised cost tables can be created for your local authority. The screen shot of 'Basic Unit Costs' above shows a customised cost table with user-defined provider and placement names (see Chapter 8). A customised cost table can be created by copying an existing table and then editing the new table. This allows you to create a new table that is based either on one of the tables that are supplied, or on a table that your authority has previously created.

Choosing the '**Conditional Costs**' tab displays unit costs that are added to the basic costs if the condition specified in the left hand column is met.


ID: 2 Description: Out of London 2006-7

Basic Unit Costs | Conditional Costs | Duration Related Costs | Age Related Costs

	Process							
Description	1 Admit	2 CPlan	3 Mtn P	4 Exit	5 MoveP	6 Rview	7 Legal	8 16+
Care order	0.00	0.00	6.29	0.00	0.00	0.00	0.00	0.00
Remand, child on	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
UASC, unaccompanied asy	0.00	107.61	6.68	0.00	71.75	173.38	0.00	0.00
CWD, child with disabilities	161.11	-59.78	0.00	0.00	161.11	138.45	0.00	0.00
EBD, emotional and behvio	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mental health support	0.00	0.00	0.00	0.00	0.00	163.63	0.00	0.00
FCD, difficult to place in fos	430.46	0.00	0.00	0.00	430.46	0.00	0.00	0.00
RUD, difficult to place in re:	573.95	0.00	0.00	0.00	573.95	0.00	0.00	0.00
ADD, difficult to place for A	0.00	0.00	0.00	0.00	24478.96	0.00	0.00	0.00
Age 16+	0.00	0.00	0.00	0.00	0.00	10.18	0.00	0.00
Started leaving care	0.00	0.00	0.00	0.00	0.00	125.53	0.00	0.00

The values are generally added independently (see ‘Individual Child ID & Placement Number’ Report in Section 4.3). The only exception to this occurs for Processes one and five if a child both has disabilities and is ‘difficult to place’, when the larger of these two conditional costs is added.

Duration Related Costs are added over the time period for which the placement duration is such that the cost is incurred. For example, additional costs are incurred during the first 91 days of a placement.

Age related allowances are added to the carer payments for in-house foster care (but not for treatment foster care provided by the local authority); and also for adoption placements and for kinship care. They are not added in any other types of placement, including all agency placements. The age bands defined in the Cost Calculator from version 7.5 are: 0-4, 5-10, 11-12, 13-14, 15-15 and 16 upwards.

Part 2
Details of Data Administrator Procedures and Methodology

Chapter 6
Data Definitions and Codes

6.1 Data for the Cost Calculator

The child and placement data needed for the Cost Calculator is set out in Table 1 in section 2.2. The same variables, with slightly abbreviated descriptions, are listed below in Table 2 which shows the different coding categories into which the variables fall. These are: variables for which the coding must be the same as that submitted for the SSDA 903 national returns; variables with two 'Either' 'Or' categories, where the user may choose the coding used; dates; numeric; and text variables. All these different types of coding are further discussed below.

Some information can be picked up by the Cost Calculator in alternative ways, depending on what data you import. The last column of Table 2 indicates if alternatives are possible and the three rows shaded lavender have been added to accommodate such variables. Further details of each case are provided below. In general the rule as to which **information from alternative variables** is actually used is:

- if the user provides a specific variable, this is used
- if the user does not, the Cost Calculator infers what information it can from other variables.

You will notice that Table 2 does not specify Cost Calculator variable names. This is because you can choose your own variable names. More information about this and about preparing your data for import as Excel files or a single .xml file is in Chapter 7.

Table 2: Coding Categories for Child and Placement Data

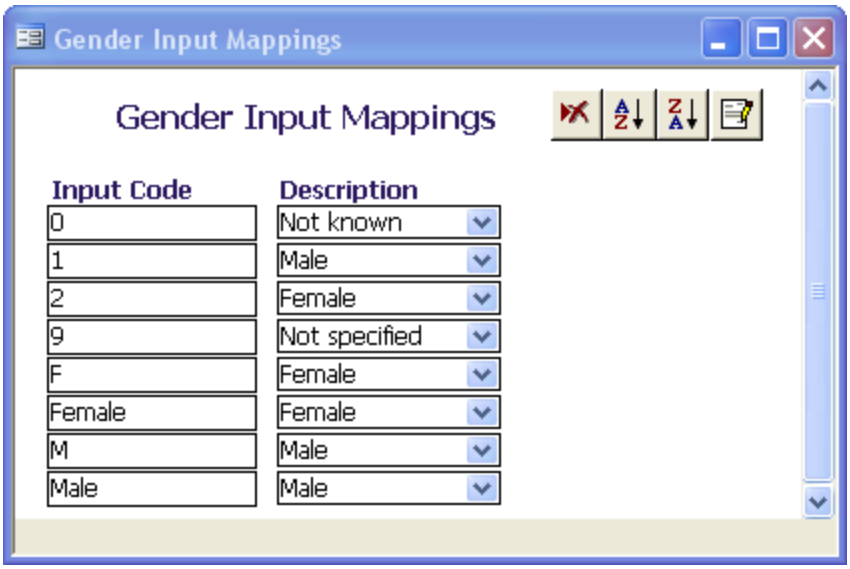
Variable Description	SSDA 903 Field	Either/ Or	Date	Num -ber	Text	Altern-atives
Unique child identifier	CHILD			✓	✓	
Area Office	AREAOFF			✓	✓	
Gender	SEX					✓
Date of Birth	DOB		✓			
Ethnic origin code	ETHNIC					✓
Category of Need	CIN					
Date epi commenced*	DECOM		✓			
Reason new episode*	RNE					
Legal status*	LS					
Placement code*	PLACE					
Provider code*(new)	PLACE_PROVIDER					
In/ out area of LA*(new)	PLACE_LOCATION					
Date episode ceased*	DEC		✓			
Reason epi ceased*	REC					
Dates of reviews	REVIEW		✓			
Date of care order			✓			✓
Eligible for GCSE (new)	GCSE_ELIGIBLE	✓				
GCSEs A* to G	GCSE_AG			✓		✓
GCSEs A* to C	GCSE_AC			✓		✓
Main Activity 19th bday	ACTIV				✓	✓
UASC?		✓				
SDQ score (new)	SDQ_SCORE					✓
Dental check? (new)	TEETH_CHECK	✓				
Health assess? (new)	HEALTH_ASSESSMENT	✓				
Emot/ behav diffs?		✓				✓
Support placement?		✓				
Disabilities?		✓				✓
Mental health support?		✓				
Is child an offender?	CONVICTED	✓				
On remand?		✓				✓
SEN Statement?		✓				
Excluded frm school?		✓				
Date first LAC			✓			
Surname					✓	
First name					✓	
Social work team				✓	✓	
Placement name*					✓	
Provider name*					✓	
Fees/ allow weekly*				✓		✓
Care plan updated			✓			
YOT support started			✓			
YOT support ended			✓			
Transfer to LC team			✓			

Table 2 Notes
Green Shading: mandatory variable * separately for each placement
Lavender Shading: not included in Table 1

6.2 SSDA 903 Codes

Since all local authorities are required to collect data for the SSDA 903 returns, the Cost Calculator import mechanism has been designed to directly accept the same variables whenever they are relevant to the model. Variables that are collected in the SSDA 903 return are identified by the field name used in that data collection in the second column of Table 2. Except for the new codes discussed below, for these variables the SSDA 903 codes used in 2006-2008 are required, as defined in the Guidance Notes for the completion of SSDA 903 records at:
http://www.dfes.gov.uk/datastats1/guidelines/children/returns.shtml
If you are importing a long time series of data that includes SSDA 903 codes prior to those used in 2006-2008, you have to change these to their current equivalents. The field names used in the Cost Calculator do not have to be the same as in the SSDA 903 return**.**

There are two exceptions to the need to supply 903 codes. For **gender** and **ethnicity** the 903 codes are acceptable, but other codes may also be used. The available gender codes are shown in the screen shot below. The form that contains them is accessed as part of the import process discussed in Chapter 7, because in previous versions of the Cost Calculator it was possible to customise the gender codes during the import process.



The large number of available ethnicity codes can be viewed in the Cost Calculator as the 'Fixed List' of 'Ethnicity Types described in section 5.4.

Legal Only Changes

The codes for the variable **Reason for new episode (placement)** include L which represents not a new placement but a change in legal status. Data that include this code can be imported into the Cost Calculator; the model recognises that this is not a change of placement and combines the information for such an episode with that of the previous episode.

Exclusion of Respite Only Children from Calculations

Children with legal status codes V3 and V4 have **respite-only** placements. These children can be included in data that are imported, but the costs of their respite-only placements are not calculated.

New SSDA 903 Codes

Table 2 includes three placement-related variables that form part of the SSDA 903 data collection from 2008-9. These are: **Provider code**, **Placement location code**, and **SDQ score** , together with some new Placement codes. The codes specified in the 2008-9 Guidance Notes are required for all these variables. The Cost Calculator calculations distinguish provision of placements by public bodies and those with parents (provider codes PR0, PR1, PR2 and PR3) from agency provision (codes PR4 and PR5). The location code shows whether the placement is within or outside the local authority area; and the Cost Calculator can use the SDQ score to generate an indicator of emotional or behavioural difficulties (see below).

Tip: If your data includes 2008-9 placement codes it must also include both the Provider code and Placement location code variables and must have values of these for every placement. However, you can avoid having to provide values of these variables for pre 2008-9 data by importing your data in stages. First import your pre 2008-9 placements for which the Provider code and Placement location code variables are not required. Then add your 2008-9 placements to the data you have already imported. See chapter 7 for more details about importing data.

Note, however, that if you do not import Provider and Placement location codes, these fields are populated automatically during the import routine, based on the

existing placement mapping information. Editing the mapping will not change these codes that have been created. To avoid this problem you must edit placement mappings before you import data using the 2007-8 codes (see Sections 5.5 and 8.4).

6.3 Coding of Other Variables

Two 'Either' 'Or' categories

The third column of Table 2 indicates those variables which must be coded into one of two 'Either' 'Or' categories. For all these variables the user may choose the pair of codings that is used. The values may be Boolean (True or False); Numeric (any pair of numbers such as 1 or 2) or text (for example, Yes or No).

However, it is necessary to have a pair of codes. If you have a lot of different text codes relating to EBD you might wish to define column 1 (corresponding to True) to be EBD and hope that if you leave column 2 blank it will cover all other text codes. Unfortunately this does not work.

Support Placements

To allow the Cost Calculator to handle support placements provided in addition to **main placements**, this variable is now required to distinguish the one from the other. Even if your placements are all main placements you now must import this variable. If you use the coding True or False, all values of the variable will be False if your placements are all main placements.

Providing that either the support placement dates are different from those of the main placement or the placement type is different, the support placement information is imported into the Cost Calculator in addition to that for the main placement and the support placement is costed at the fee or allowance paid for it. However, if the dates of the two types of placement coincide and the placements are of the same type the Cost Calculator is not able to distinguish them and when the information for the second one is imported it overwrites the first. In this instance the fee or allowance for the support placement needs to be added to that for the main placement.

Dates

The fourth column of Table 2 indicates variables for which a date is the required input. These can be formatted in any of the Excel date formats.

Numeric variables

A small number of variables have to be a number, namely **weekly fees or allowances** and the numbers of **GCSEs** in the specified grades. The child identifier, area office code and social work team identifier may be numeric, but **alpha-numeric child identifiers** are also acceptable, and the **area office** and **social work team** may also be text. This information is shown in the fifth and sixth columns of Table 2.

Text variables

The fields where text may be input are indicated in column six of Table 2. The **Main activity on the 19th birthday** may be the SSDA 903 code, or you can use text codes of your choice. The **names** of the child, the social work team, the placement and the provider are all expected to be text.

6.4 Alternative Information Sources

The last column of Table 2, titled Alternatives, shows variables either where alternative coding may be used or where the Cost Calculator may use other data to obtain the information.

Gender and **Ethnic origin** allow additional codes to those required for the SSDA 903 return – see Section 6.2. **GCSEs** at specified grades and the **Main activity on 19th birthday** are variables used for analysis only. You can input the data submitted for the SSDA 903 returns or you can use another data source, so long as you are aware when interpreting the results of what definitions are used in your data.

Date of care order is the date when the child first had a care order. If you do not input this variable, the Cost Calculator can work it out using the Date when episode commenced and Legal status. The accuracy of its calculations depend on the length of the data series you import. Similarly, you can import a variable showing if a child is on **Remand**, or the Cost Calculator can work this out using the youth justice Legal status codes that begin with J. In the example data set, children for whom the variable Remand is TRUE all have youth justice legal status codes. With such data, if the variable Remand is not imported the same information is inferred from the legal status codes, and the costs calculated are exactly the same.

You can import a variable showing whether or not each child has **Disabilities**. If you provide this data, that is what the Cost Calculator uses. If you do not include such a

variable, the Cost Calculator infers the information as best it can from the variables you do provide. It classifies children with Category of need code N2 as having disabilities. You can also define one or more of your Social work teams as caring for children with disabilities, and any children in these teams are then classified as having disabilities. The **Disability Rules** facility that is used to do this is described in Section 7.3.

An 'Either' 'Or' variable showing whether each child has **Emotional or behavioural difficulties** can be imported. Alternatively you can import each child's **SDQ score** and the Cost Calculator then classifies children whose score is 17 or more as having emotional or behavioural difficulties. If you import data for a child for both these variables it is the emotional or behavioural difficulties variable that is used.

The different possibilities for handling **Fees or Allowances** are discussed in section 6.6.

6.5 Classification Guidelines

The research highlighted that local authorities do not always have clear criteria or definitions for identifying children with disabilities or emotional or behavioural difficulties.

The following criteria for children with **disabilities** have been used in the Cost Calculator: disability has been recorded as category of need code for the SSDA 903 return, or the child was allocated to the disability team, or the child was on the register of disabilities.

Prior to the use of the SDQ score, the following criteria for **emotional or behavioural difficulties** (EBD) have been used in the Cost Calculator: Permanent exclusion from school, or Statement of special educational needs in response to emotional or behavioural difficulties, or attendance at a special school for BESD, or more than one placement breakdown as a result of the child's behaviour, or child is in receipt of mental health support, or has refused mental health support, or is self-harming, is involved in prostitution or has an eating disorder.

Criteria for Classification into Categories

Children are categorised as having a particular need or service only if there is recorded evidence of this. Examples of the type of evidence needed for children to be classified as having **EBD** are:

- self harm that resulted in the child being hospitalised, or visiting A and E, or being referred to CAMHS;
- evidence of an eating disorder that resulted in them being referred for a service;
- a formal caution for prostitution (concerns about prostitution or promiscuous behaviour are not sufficient);
- evidence that the child is receiving ongoing and active support from CAMHS;
- evidence of an abnormal score on a formal psychological assessment.

Similarly, children are classified as having **mental health support** only if there is evidence of ongoing and active support from CAMHS. They are classified as **offenders** only if they have been convicted, reprimanded or subject to a final warning. The **statement of special educational needs in response to emotional or behavioural difficulties** is for children who have EBD as the primary reason for their statement and those that have EBD for both primary and secondary reasons.

The start and end dates of **YOT support** are for young people who are receiving ongoing support from the youth offending team. We have used the statutory requirements set out by the YJB, for example xx number of hours per week for a supervision order, or yy number of hours per week for a reparation order. This information may have to be extracted from the YOT MIS.

A **care plan** is updated when a record is made on the MIS of a care plan being changed or updated. In the absence of this information we have previously used the statutory timeframes, i.e. care plan updated following a looked after review. In the absence of adequate plan update dates, a copy of the review dates could be used for these.

6.6 Finance Data

As with all data systems, the more accurate the data in the CCfCS, the more accurate the calculations that will be produced. Although the CCfCS comes with in-built cost sheets, **customised unit costs** of placements using your own **staff**

salaries will allow for more accurate and informative cost calculations (see Chapter 8). Since **fees or allowances** paid for placements form a high proportion of total costs, you can improve the accuracy of the cost estimates produced by the CCfCS if you enter data on the actual weekly fee or allowance paid for individual placements and/or on the average weekly fee or allowance paid for specific placement types. This will allow you to calculate the cost of placements and part placements based on local authority specific finance data.

In accordance with the general principle that specific information is preferred, the Cost Calculator uses the **actual weekly fee or allowance** if it is available, and otherwise it uses the **average** for that particular type of placement as the **default value**. Hence if there are some placements for which you do not have the individual weekly fee or allowance, leave blanks in these rows and the Cost Calculator will substitute the default value. You can also manually edit the individual fee or allowance for any selected placement using the 'View Individual Child Details' form. When doing "What if" analysis, the cost of moving children into a particular type of placement is calculated using the average weekly fee or allowance for that placement type.

Chapter 7

Importing and Exporting Data; Database Maintenance

7.1 Data Import Overview

The Cost Calculator import mechanism is designed to import variables from one or more **Excel files**, where the names of the variables, or **field names**, are in the top row of the spreadsheet. You specify the variables you wish to import and the names of the files that contain them in an **'Import Setup' form**. Given the flexibility of this form, it may be possible to import data from existing reports produced by your management information system (MIS). In particular, you can import the child and placement data files that are submitted for the **SSDA 903 return**. Since there is an option to submit this return as a **XML file**, the Cost Calculator now offers the option of importing the 2008 data in this file format. The method of doing this is described in Section 7.5.

Social Care: LAC Import/Export Data Menu

The sub-menu which contains the data import facilities is accessed by choosing 'Social Care: LAC Data Administration Menu' followed by 'Import/Export Looked After Children Data' which opens up the menu shown below. The various options allow the Data Administrator to load external data into the Cost Calculator database, specify how it is used, and export data out. As usual, other users can inspect the forms and tables that the options generate, but only those with Data Administrator rights are able to use them. More details of how to use the options are in the sections below.

7.2 Preparing Data Files for Import

Excel 2003 spreadsheets should have **field names** for the variables in the top row. The field names used in your MIS are acceptable, providing they comprise letters and numbers only. Spaces are not permitted, since their invisibility makes them a

common source of problems. **Definitions and codings of variables** that are to be imported are set out in Chapter 6.

The **example data** supplied provides examples of suitable Excel files, but your data does NOT need to be laid out in exactly the same way. Your field names may be different from those in the example data set, and the order of the data columns may also be different. Your files may contain extra variables that the Cost Calculator does not require. These will be ignored as your data are read in.

The Excel example data files are:

- ImportChild.xls contains data about each child;
- ImportEpisodes.xls contains data about each placement;
- ImportEducation.xls contains information on GCSE results;
- ImportOutcomes.xls contains eight outcomes variables such as whether the child has had a health check and whether he or she is an offender;
- ImportYOT.xls contains the YOT dates of children;
- ImportRev.xls contains the review dates of children, and
- ImportPlan.xls contains the plan dates of children.

Tips on Preparing Data Files

- If your MIS produces reports with a **title above the field names**, delete the title row to bring the field names into row 1.
- Since the import mechanism attempts to read all active rows of your spreadsheet, if there is, or has been, any information in **rows BELOW your data** it is important that you delete these ROWS before importing (deleting the data is not sufficient).
- The files to be imported should be located in the **Import Path** that is specified under 'Organisational Settings', which is accessed by choosing 'Main Menu' and then 'System Administration Menu'.
- A useful check to carry out beforehand is to apply Excel's Data, Filter, **AutoFilter** facility and then click on each of the drop down arrows in turn. This lets you view the set of values that you have for each variable, so you can spot if your data set contains extraneous values that would cause the data import to fail. For example, for the Placement Type variable the entries must be the codes used for the SSDA 903 return (possibly with a sub-category suffix – see Section 5.5). Current codes for adoption placements

are: A3, A4, A5, A6. If your data includes the old adoption codes A1 and A2, or the word ‘UNKNOWN’ in this column, the data import will fail, and therefore you need to correct the data before you try to import it. Once you have checked your data values, remove the AutoFilter before you try to import the data.

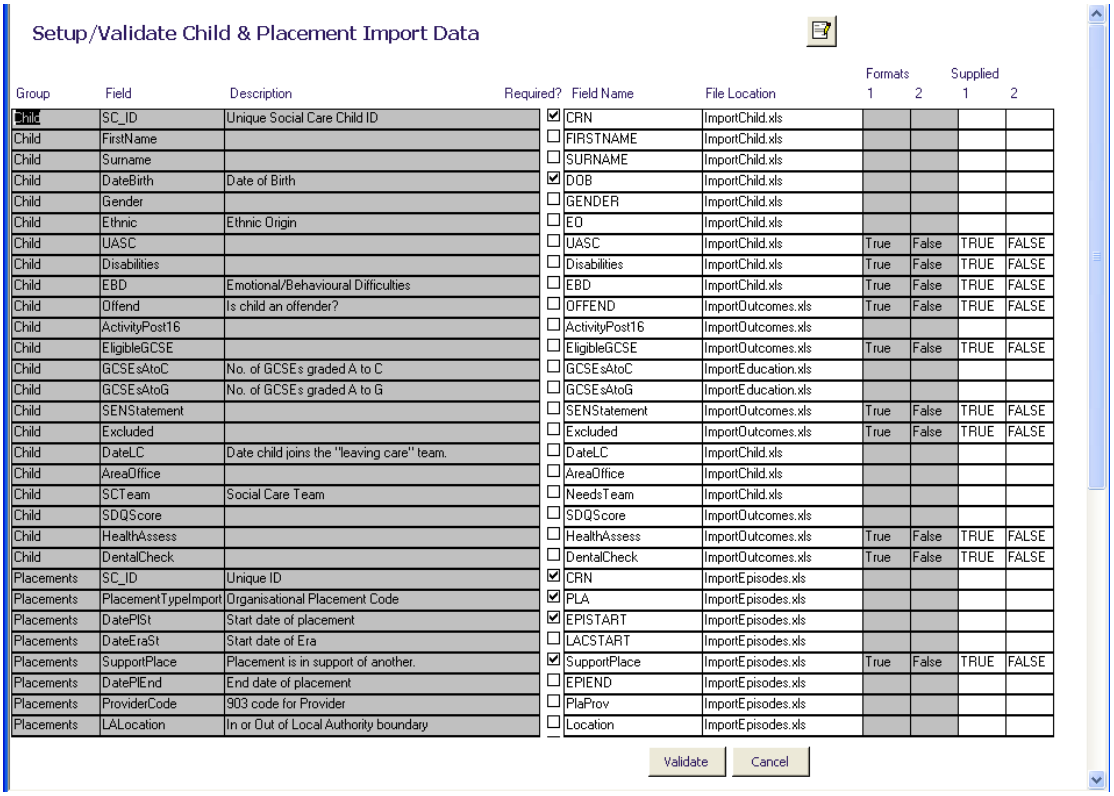
- The example data set illustrates that information about the children can be in several separate Excel files. Section 7.3 explains which variables must be included in each of them to enable the Cost Calculator to match the data.
- As with the SSDA 903 data, for each child for whom you enter details there must be at least 1 placement, and for each child for whom there is a placement you must also import the basic child information of a Date of Birth. This implies that data about a child cannot be imported for the first time after they have left care. Such children may be in your data set so you can include their position on their 19th birthday in your SSDA 903 return. You must either import data about such a child for an earlier year when they were actually looked after or exclude them from the data you import.
- Excel 2007 files cannot be imported. If you are running Excel 2007 select ‘File’, Save As’ and save your data as Excel 2003 files.

7.3 Specifying Data with the Import Setup Form

To specify which files contain your data and the column names that are used, you should choose the first option **‘Import Setup’** on the ‘Social Care: LAC Import/Export Data’ menu. This opens the form shown below, and you should then click the ‘Edit’ button.

The grey fields in the Import Setup form are fixed values describing fields which the database uses. The white fields are for you to enter the corresponding names of the fields in your data. Variables for which there is a tick in the ‘Required’ column of the Import Setup form are **mandatory**; you must supply data for these. If for example your data contains records which do not have a ‘Placement Type’, then your import will fail. All the other variables can be omitted if you don’t have data for them; the variables will then be set to their default values (e.g. child does not have disabilities, does not have emotional or behavioural difficulties, is not an offender, etc.) The cost calculations will of course be less accurate (and lower) than if you supply data for the variables.

The names you specify In the '**Field Name**' column of the Import Setup form must EXACTLY MATCH those in your Excel files, so it is a good idea to copy them. Alongside each field name that you specify in the form, in the '**File Location**' column you must give the name of the file from which you wish to import the variable. For example: A unique ID is required for each child and in the Cost Calculator this is known as the 'Child' field. In the Import Setup screenshot this data is pulled from a spreadsheet called 'ImportChild.xls', from a column named 'CRN'. If your data comes from a different file, or has a different column name, then you should change the white cells accordingly.



Setup/Validate Child & Placement Import Data

Group	Field	Description	Required?	Field Name	File Location	Formats 1	Formats 2	Supplied 1	Supplied 2
Child	SC_ID	Unique Social Care Child ID	☑	CRN	ImportChild.xls				
Child	FirstName		☐	FIRSTNAME	ImportChild.xls				
Child	Surname		☐	SURNAME	ImportChild.xls				
Child	DateBirth	Date of Birth	☑	DOB	ImportChild.xls				
Child	Gender		☐	GENDER	ImportChild.xls				
Child	Ethnic	Ethnic Origin	☐	EO	ImportChild.xls				
Child	UASC		☐	UASC	ImportChild.xls	True	False	TRUE	FALSE
Child	Disabilities		☐	Disabilities	ImportChild.xls	True	False	TRUE	FALSE
Child	EBD	Emotional/Behavioural Difficulties	☐	EBD	ImportChild.xls	True	False	TRUE	FALSE
Child	Offend	Is child an offender?	☐	OFFEND	ImportOutcomes.xls	True	False	TRUE	FALSE
Child	ActivityPost16		☐	ActivityPost16	ImportOutcomes.xls				
Child	EligibleGCSE		☐	EligibleGCSE	ImportOutcomes.xls	True	False	TRUE	FALSE
Child	GCSEsAtoC	No. of GCSEs graded A to C	☐	GCSEsAtoC	ImportEducation.xls				
Child	GCSEsAtoG	No. of GCSEs graded A to G	☐	GCSEsAtoG	ImportEducation.xls				
Child	SENStatement		☐	SENStatement	ImportOutcomes.xls	True	False	TRUE	FALSE
Child	Excluded		☐	Excluded	ImportOutcomes.xls	True	False	TRUE	FALSE
Child	DateLC	Date child joins the "leaving care" team.	☐	DateLC	ImportChild.xls				
Child	AreaOffice		☐	AreaOffice	ImportChild.xls				
Child	SCTeam	Social Care Team	☐	NeedsTeam	ImportChild.xls				
Child	SDQScore		☐	SDQScore	ImportOutcomes.xls				
Child	HealthAssess		☐	HealthAssess	ImportOutcomes.xls	True	False	TRUE	FALSE
Child	DentalCheck		☐	DentalCheck	ImportOutcomes.xls	True	False	TRUE	FALSE
Placements	SC_ID	Unique ID	☑	CRN	ImportEpisodes.xls				
Placements	PlacementTypeImport	Organisational Placement Code	☑	PLA	ImportEpisodes.xls				
Placements	DatePlSt	Start date of placement	☑	EPISTART	ImportEpisodes.xls				
Placements	DateEraSt	Start date of Era	☐	LACSTART	ImportEpisodes.xls				
Placements	SupportPlace	Placement is in support of another.	☑	SupportPlace	ImportEpisodes.xls	True	False	TRUE	FALSE
Placements	DatePlEnd	End date of placement	☐	EPIEND	ImportEpisodes.xls				
Placements	ProviderCode	903 code for Provider	☐	PlaProv	ImportEpisodes.xls				
Placements	LALocation	In or Out of Local Authority boundary	☐	Location	ImportEpisodes.xls				

Validate Cancel

In completing the Import Setup form, **if you do not have data** on a variable you should **blank** ALL white boxes in the row relating to it, as shown in the screen shot for Disabilities and EBD. Do not try to import a variable which is a column of zeros it is better to say you do not have that data and blank the row.

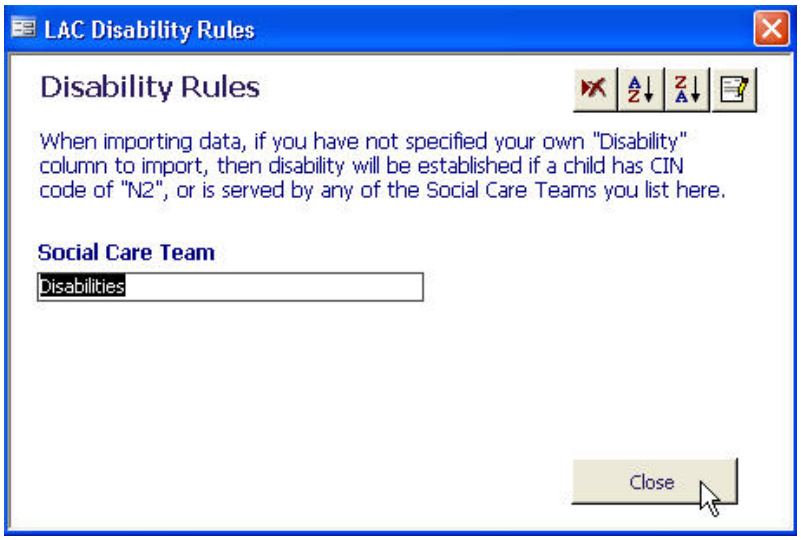
Tip: If you are making a lot of similar changes to the Import Setup form, once you have pressed the edit button you can do Edit, Replace, All. This is a quick way of changing all your filenames, all TRUE to Yes, etc.

‘Either’ ‘Or’ Categories

For certain variables you can specify the coding, or format, of your data in the ‘Supplied’ columns of the Import Setup form. For example, your information about whether the child is an offender could be coded Yes, No, or 1,2, etc and you should enter whichever is appropriate in the corresponding column.

Disability Rules

The cost calculations take account of children's additional needs, such as disabilities. If your imported data contains a column for disability, this is used for these calculations. If you have do not have data on disabilities and therefore blank the row for this variable as in the above screen shot, the Cost Calculator then uses the CIN code N2 together with any social work teams that you specify under the Disability Rules to determine whether a child has disabilities. The ‘Disability Rules’ form is the second option on the ‘Social Care: LAC Import/Export Data’ menu. The names that you enter here for your disability teams must exactly match social care team names in the data you import.


LAC Disability Rules
Disability Rules
When importing data, if you have not specified your own "Disability" column to import, then disability will be established if a child has CIN code of "N2", or is served by any of the Social Care Teams you list here.
Social Care Team
Disabilities
Close

Gender Code Mapping

In versions of the Cost Calculator prior to 7.5, **gender** was an ‘either’ ‘or’ variable. A wider set of gender codes are now in use, corresponding to those for the SSDA 903 returns from 2009, together with other commonly used codes, as shown in the screen shot in Section 6.2. The ‘Gender Input Mappings’ form is the third option on the ‘Social Care: LAC Import/Export Data’ menu. Different codings for the same gender are combined in the analyses presented in reports.

Review, Plan and YOT Dates

If you have **dates of reviews, care plans** and **YOT support,** each of these sets of dates should be in a separate file (as with the example data). You do NOT have to supply these files if you don't have data on these variables. However, if you do supply these files the variables for which there is a tick in the 'Required' column of the Import Setup form are then **mandatory**. If you do not have these dates you should delete both the field names and file locations for the relevant variables in the Import Setup form.

Data Types in the Cost Calculator

The '**Group**' column of the Import Setup form relates to the way the information is held in the Cost Calculator and the fields that are needed in each file to allow the data to be matched. All variables in the 'Child' group, are held as a single value, namely the latest value that has been imported for that child, while for variables in the other groups multiple values can be held for each child.

The child, placement and fee data may be imported from several different Excel files. For example, if information about the child's ethnic origin is stored in a separate file entirely, you can specify the path to this file in the 'File Location' column. Each file that contains data from the 'Child' group should have a column of child identifiers with the same field name. Similarly, each file that contains data from the 'Placement' group should have the three variables that uniquely define a placement: a column of child identifiers, a column for Organisational Placement Code, and a column for the Start date of placement. Data on the weekly fee or allowance for each placement can be imported so as long as you provide the child identifiers and placement start dates, but you will need to check that no child starts two placements on the same date, since this would lead to confusion about the placement to which the fee relates.

You can **validate** your import data by clicking on the Validate button

at the bottom of the Import Setup form. This produces a report in the database regarding the validation of your data. The same report is seen when you go through the first validation in the option 'Import data'.

Data Updates

Once you have customised the Import Setup form to suit your data, you can import new data at any time. The import mechanism **matches** children in the new data with

those already in the system; it updates rather than replaces what you already have. You are therefore able to add any additional data as it becomes available.

When a new data import is carried out, additional values are **appended** to variables in the Placement, Plan, Review and YOT groups (shown in the first column of the Import Setup form). Previous values of these variables are retained or updated if appropriate. For example, a placement that was previously on-going may have ended, and therefore while the 'End date of placement' was previously blank, the value is updated to show the end date. Successive imports of data therefore build up a history of placements, care plan updates, reviews and YOT support. For variables in the 'Child' group, however, a new value replaces the old. For example, if the first time data is imported the variable Disabilities has the value FALSE for child XXX but the second time data is imported it has the value TRUE, child XXX is then classified as having disabilities. The only way of knowing from the Cost Calculator that child XXX previously did not have disabilities is to use the first set of data that was imported. It is quite possible to do this; each data import can be saved as a database with a different name, and the Cost Calculator programme can be linked up to whichever of these the user wishes to use.

Import Settings from Previous Version

If there is a new release of the Cost Calculator your customised settings can be imported into it using the 'Import Settings from Import Setup Form' option. This is available from the Main menu, under 'System Administration', 'Import from Previous Version'. This should be done as part of the procedure for installing the new version (see Appendix B).

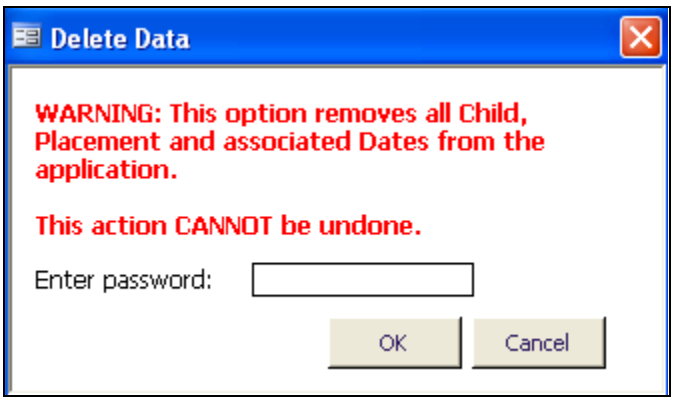
7.4 Importing and Exporting Data

Since the Cost Calculator is supplied with example data already imported, you have to **delete** this when you first import your own data. You can do this using the fourth option on the 'Social Care: LAC Import/Export Data' menu. Once you have your own authority's data in the Cost Calculator you will normally **update** and add to it rather than deleting what is already there.

Delete All Existing Data

This option (which can only be actioned be a Data Administrator) removes all Child, Placement and associated Dates from the application. The option can only be carried out with the pre-set **password** secret and cannot be undone. This in-built password

provides an additional safeguard for Data Administrators, ensuring they pause before confirming that they wish to delete all the data.


Delete Data
WARNING: This option removes all Child, Placement and associated Dates from the application.
This action CANNOT be undone.
Enter password:
OK
Cancel

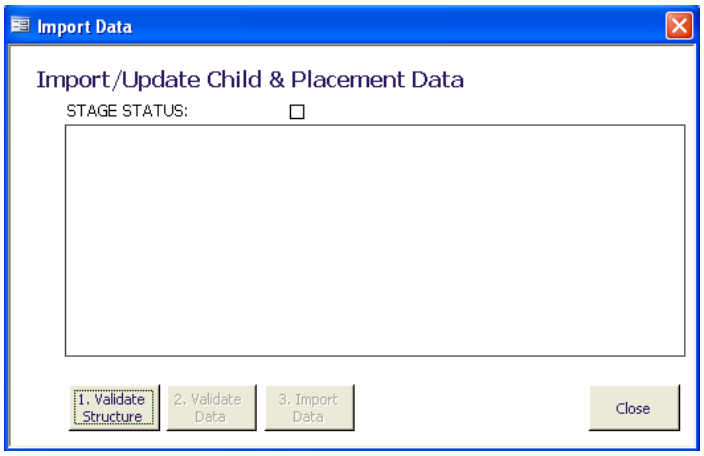
If you do decide to delete all the data, you can chose to reinstate demo data to carry out testing before you import your own data. You must delete the example data again before importing your own data.

Import Data

This option allows you to **validate** and **import** your data. If a problem is encountered, you will be informed which files or fields caused it, and you may have to make alterations to your Import Setup form and/or to your data. There are three stages to the validation and import process.

Stage 1 is to validate the **structure of your data**. Clicking the first button on the Import Data form shown checks that:

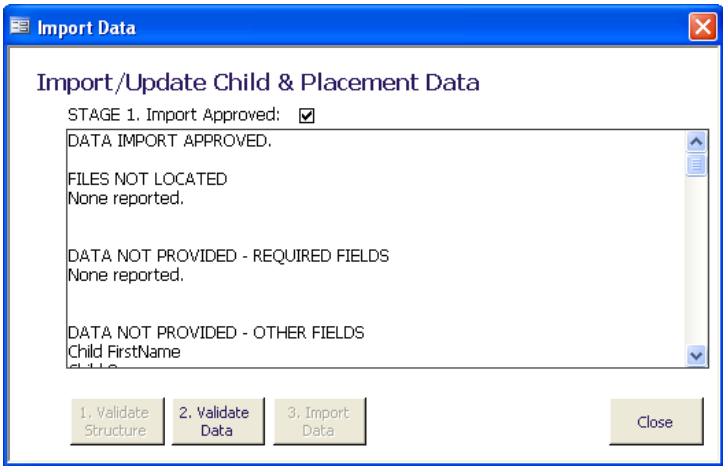
- The **import path** (which was specified on the Organisational Settings form as part of the installation process – see Appendix B) contains the files named in the **File Location** column of the Import Setup form.
- All the **Field Names** specified on the Import Setup form are contained in these files.



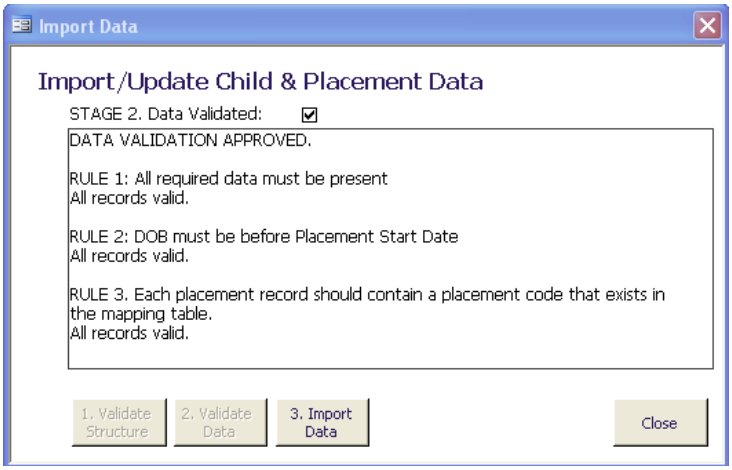
After pressing the first button, a report will appear detailing how successful this import stage has been. If there have been no problems, then the **Stage Status** will be ticked, and the second button to **Validate Data** will be enabled. The report will also show you a list of all optional fields not provided in import. This is for information only although you should read it carefully to ensure that you are importing all the information you expect. If the validation was unsuccessful the error report will help you to identify where the problems lie.

Stage 2 validates the actual data. It checks the data values in the designated Field Name columns to ensure that:

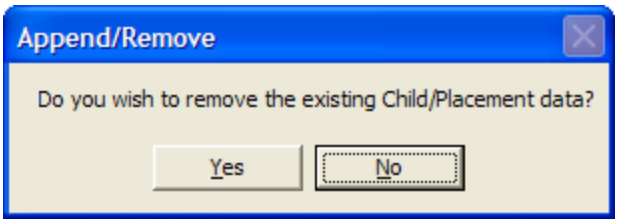
- All codings are in accordance with those listed in Table 2 (Section 6.1);
- All fields marked as **Required** have data in them;
- The DOB (Date of Birth) of a child is on or before Placement Start Date and the dates are in valid format;
- Each placement record contains a valid placement code that is in the placement code mapping table described in Section 5.5.



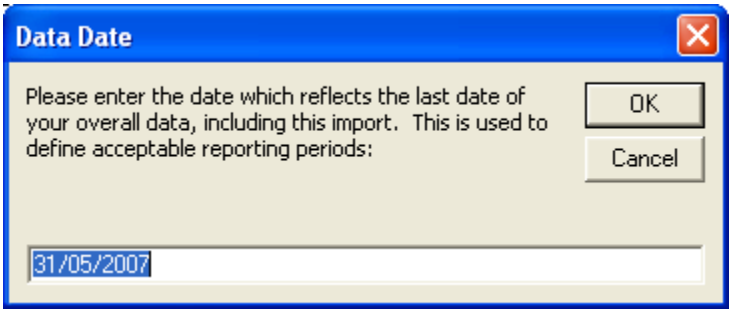
Stage 2 fails if, for example, one of the fields containing 903 data contains a code that is not recognised as a current code, for example, the old adoption placement code A1. An error message is produced to help you to pick up the problem. The screen shot below shows an example of the output you receive when Stage 2 is completed successfully.


Import Data
Import/Update Child & Placement Data
STAGE 2. Data Validated:
DATA VALIDATION APPROVED.
RULE 1: All required data must be present
All records valid.
RULE 2: DOB must be before Placement Start Date
All records valid.
RULE 3. Each placement record should contain a placement code that exists in the mapping table.
All records valid.
1. Validate Structure
2. Validate Data
3. Import Data
Close

When both the structure and data of the import files are valid, then you can proceed to **Stage 3** and import the data. When you click on 'Import Data', you must first choose whether you want to **replace** your existing data with the import, or **append** to it. This option works as described above in the sub-section 'Delete All Existing Data'.



Next there will be a message box asking you for a **date** that will reflect the latest date in your overall **data** (including your existing data in database and the data you're importing). This date will be used to set an automatic one year time slice for your calculation, which you can change in the Social Care: Looked After Children Menu under the 'Set Calculation Parameters' option.


Data Date
Please enter the date which reflects the last date of your overall data, including this import. This is used to define acceptable reporting periods:
OK
Cancel
31/05/2007

You will then be informed that the import process has been completed.

Eliminating Problems

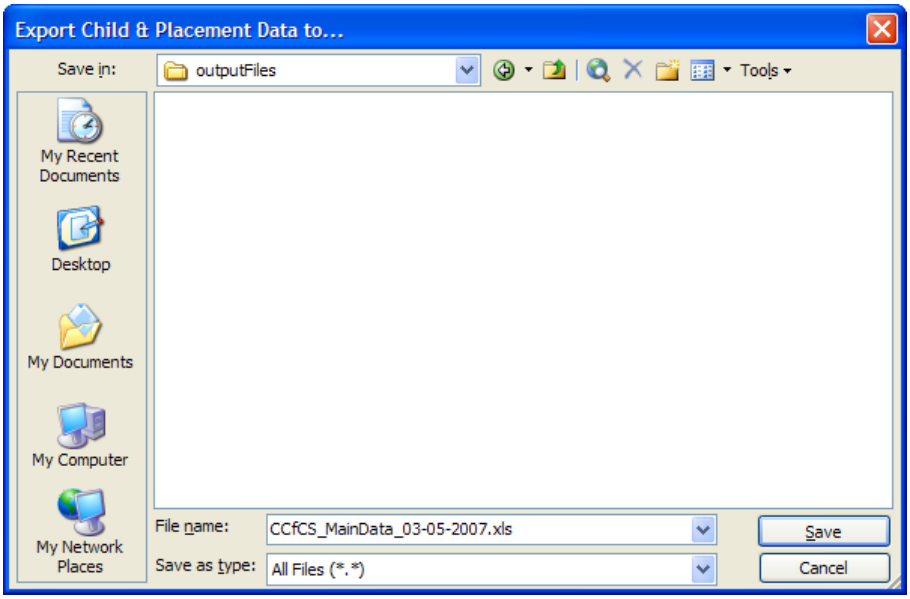
Problems occurring at Stage 1 are usually due to mis-specification of the import file path or mis-spelling of either a file name or field name on the Import Setup form.

Failure at Stage 2 indicates a problem with one or more data values. You should check the coding requirements set out in Chapter 6 and the tips on preparing data files in Section 7.2. If none of this helps, you have to eliminate the problem in stages. Try to import a more limited range of variables (obviously still including the required variables) by blanking out more variables in your Import Setup form. You don't have to change the data files at all - fields are just ignored if they are not specified in the Import Setup form. If the import succeeds, you then know that the problem lies in the variables you did not import. Another option is to create mini data files with say 3 children in them. You can check visually that all the variables have valid codings, and that each child has both a date of birth and a placement. If you succeed in importing these data files, it is likely that the problem is due to an invalid coding elsewhere in your data set.

When the data passes Stage 2, but the import fails at Stage 3 this indicates there is a problem in matching the different sets of data. This occurs, for example, if you try to import details of a child for whom there is no placement information.

Export Data

The ‘Export Data’ option allows you to output the data you imported. This enables you to archive any data which is not used for current analysis, this can be re-imported later at a later date. There will be four output files which will be saved in your report folder: **ExportMain**, **ExportPlan**, **ExportYOT** and **ExportRev**. It is recommended that you also include the date of export in your filename so it can be retrieved easily later (see example in figure below).



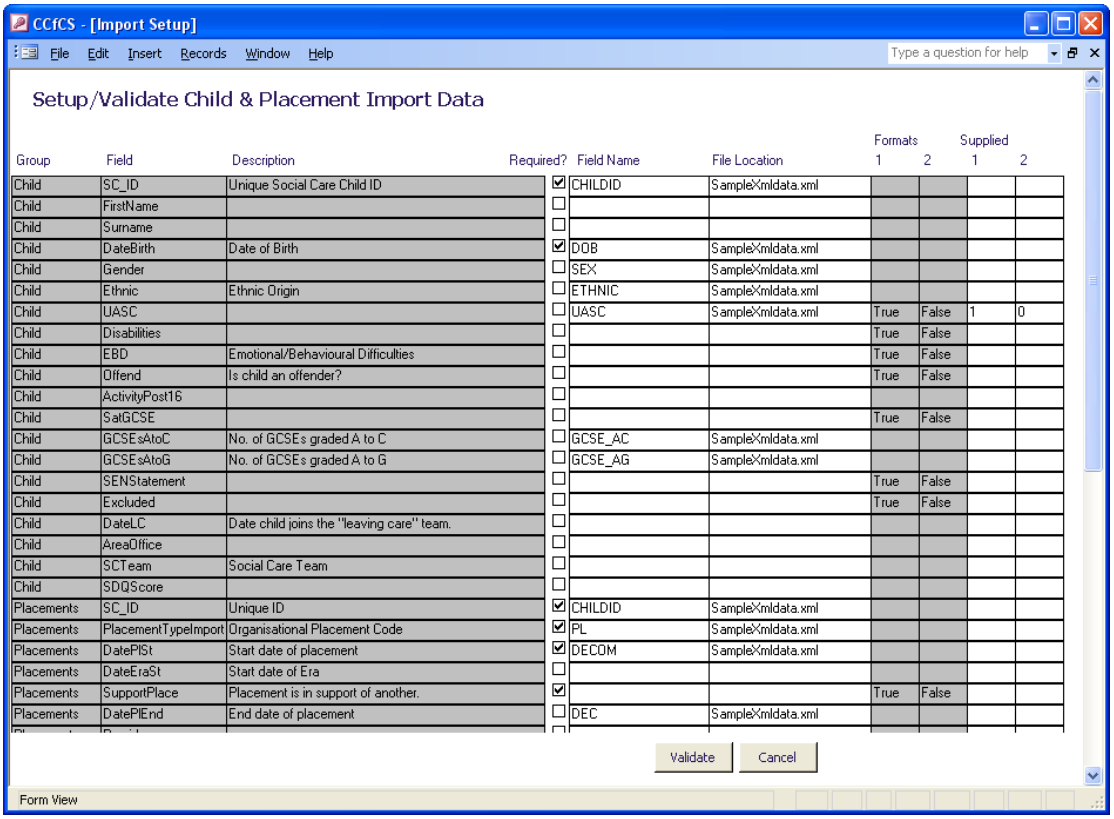
7.5 Importing a XML File

If a XML file is used it should comply with the layout specified in the SSDA 903 Guidance Notes 2007-8 http://www.dcsf.gov.uk/datastats1/guidelines/children/pdf/GuidanceNotes_2007-%2008_final_version%201%201.pdf

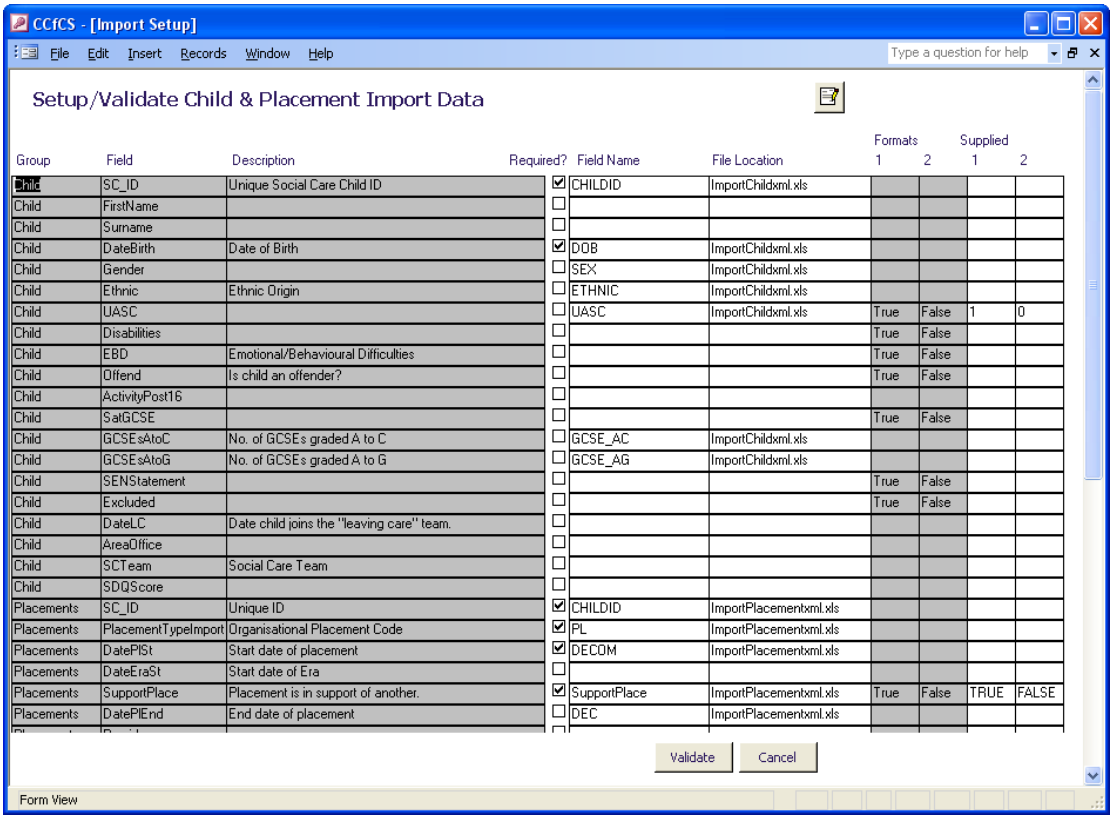
.

If this facility proves popular, it will be extended to handle 2009 data in a future release. The approach provides a way of importing your SSDA 903 data exactly as you submit it in your return. Although you cannot simultaneously import other data from Excel files when you do the XML import, there is an opportunity to do this afterwards since the import process creates Excel files like those described in section 7.2.

To import a XML file you use the Import Setup form in a somewhat similar way to that described in Section 7.3. The field names however, do now need to be those specified for the SSDA 903 return. All the data must be in a single file, which in the screen shot is named SampleXmldata.xml. Notice that although SupportPlace is a required variable you cannot import data for it. The Cost Calculator assumes at this stage that all your placements are main placements. The first screen shot below shows the Import Setup form settings that are needed to import a XML file.


CCfCS - [Import Setup]
File Edit Insert Records Window Help
Type a question for help
Setup/Validate Child & Placement Import Data
Formats Supplied
Group Field Description Required? Field Name File Location 1 2 1 2
Child SC_ID Unique Social Care Child ID CHILDID SampleXmldata.xml
Child FirstName
Child Surname
Child DateBirth Date of Birth DOB SampleXmldata.xml
Child Gender SEX SampleXmldata.xml
Child Ethnic Ethnic Origin ETHNIC SampleXmldata.xml
Child UASC UASC SampleXmldata.xml True False 1 0
Child Disabilities True False
Child EBD Emotional/Behavioural Difficulties True False
Child Offend Is child an offender? True False
Child ActivityPost16
Child SatGCSE True False
Child GCSEsAtoC No. of GCSEs graded A to C GCSE_AC SampleXmldata.xml
Child GCSEsAtoG No. of GCSEs graded A to G GCSE_AG SampleXmldata.xml
Child SENStatement True False
Child Excluded True False
Child DateLC Date child joins the "leaving care" team.
Child AreaOffice
Child SCTeam Social Care Team
Child SDQScore
Placements SC_ID Unique ID CHILDID SampleXmldata.xml
Placements PlacementTypeImport Organisational Placement Code PL SampleXmldata.xml
Placements DatePlSt Start date of placement DECOM SampleXmldata.xml
Placements DateEraSt Start date of Era
Placements SupportPlace Placement is in support of another. True False
Placements DatePlEnd End date of placement DEC SampleXmldata.xml
Validate Cancel
Form View

You proceed to validate and import your data as described in Section 7.4. Once the import is complete, look again at your Import Setup form and you will find it has changed to that shown below:


CCfCS - [Import Setup]
File Edit Insert Records Window Help
Type a question for help
Setup/Validate Child & Placement Import Data
Formats Supplied
Group Field Description Required? Field Name File Location 1 2 1 2
Child SC_ID Unique Social Care Child ID CHILDID ImportChildxml.xls
Child FirstName
Child Surname
Child DateBirth Date of Birth DOB ImportChildxml.xls
Child Gender SEX ImportChildxml.xls
Child Ethnic Ethnic Origin ETHNIC ImportChildxml.xls
Child UASC UASC ImportChildxml.xls True False 1 0
Child Disabilities True False
Child EBD Emotional/Behavioural Difficulties True False
Child Offend Is child an offender? True False
Child ActivityPost16
Child SatGCSE True False
Child GCSEsAtoC No. of GCSEs graded A to C GCSE_AC ImportChildxml.xls
Child GCSEsAtoG No. of GCSEs graded A to G GCSE_AG ImportChildxml.xls
Child SENStatement True False
Child Excluded True False
Child DateLC Date child joins the "leaving care" team.
Child AreaOffice
Child SCTeam Social Care Team
Child SDQScore
Placements SC_ID Unique ID CHILDID ImportPlacementxml.xls
Placements PlacementTypeImport Organisational Placement Code PL ImportPlacementxml.xls
Placements DatePlSt Start date of placement DECOM ImportPlacementxml.xls
Placements DateEraSt Start date of Era
Placements SupportPlace Placement is in support of another. SupportPlace ImportPlacementxml.xls True False TRUE FALSE
Placements DatePlEnd End date of placement DEC ImportPlacementxml.xls
Validate Cancel
Form View

The entries in the ‘File Location’ column of the Import Setup form have been changed to the names of Excel files. If you look in the folder you specified as your data import path you will find in it the four Excel files named on the form. The import mechanism has converted the XML data to Excel files, changed the Import Setup form and then imported the Excel files. Notice that a SupportPlace variable has been created.

You can use the Excel files that have been created in combination with another Excel file (perhaps containing names and disability information) and re-do the import process. This provides a method of bringing in additional data that are not in the SSDA 903 return. It also gives you an opportunity to edit your SupportPlace variable if any of your placements are not main placements.

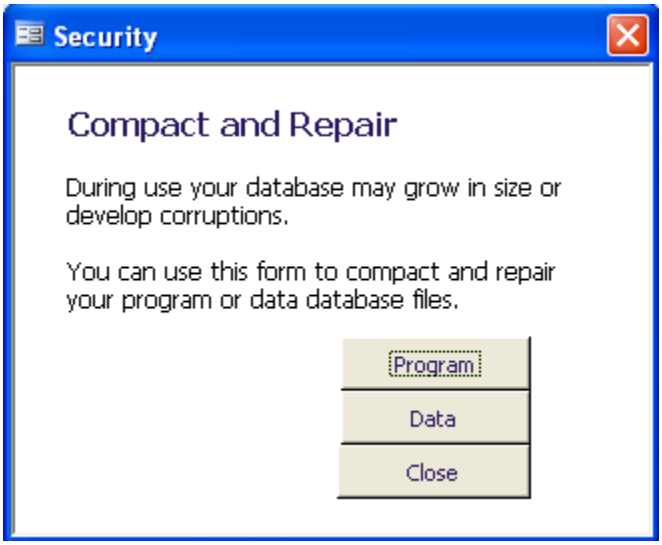
Tip: If your data is rejected at Stage 2 of the import process, as well as eliminating the problem with the data you must also delete the Excel files that have been created and change the file names in the Import Setup form back to a XML file before trying again.

The file SampleXmldata.xml is included in the data shipped with the Cost Calculator so you can try out the XML import facility if you wish. The file contains data relating to 12 children, one of whom is an unaccompanied asylum seeker. To avoid overwriting your authority’s own data that you may have imported, remember that you can install a second copy of the Cost Calculator in a different folder.

7.6 Compact and Repair

During use your database may become significantly larger than it needs to be. This ‘bloating’ is caused by Access not clearing out empty space in the file. You can compact your database using the Compact and Repair facility. This should also fix any minor corruptions which may have occurred. To ensure optimal performance, you should compact and repair your database file on a regular basis.

To carry out the function, from the Main menu choose ‘System Administration’ and then select the ‘Compact and Repair’ button. This opens the form shown below where you can select either ‘Program’ or ‘Data’.


Security
Compact and Repair
During use your database may grow in size or develop corruptions.
You can use this form to compact and repair your program or data database files.
Program
Data
Close

If you are compacting a shared database that is located on a server or shared folder, make sure that no one else has it open.

Chapter 8
Customising Costs and Placement Types

8.1 What can be Customised?

The '**Editable Lists**' described in Section 5.5 are provided to allow you to change the information about unit costs and placement types so as to make the calculations appropriate to the circumstances of your particular authority. The information in this chapter should be read in conjunction with Section 5.5, which contains screen shots that are referred to below. At present there is no facility to customise reports, although if you particularly require the Separate Placements analysis with respect to a variable that is not included as one of the filters you could substitute your variable for another and re-label the report once it is produced.

Advantages of Customisation

Customising unit costs using data specific to your local authority allows you to obtain more accurate cost estimates. Although the best results will be achieved by customising unit costs for all placement types, it is possible to customise costs for just a selection of placement types and use the standard costs for the remaining placements. A stepped approach can be taken, whereby costs for a number of placement types are customised at a time.

The "What if" analysis described in Section 4.7 gives you the opportunity to explore the effects of changing placement types on costs. For example, it will allow you to compare total costs if children in agency placements were placed in local authority foster care provision. The accuracy of your estimates depends on the accuracy of your unit costs and especially your average fees and allowances. We therefore suggest that you only explore the effects of moving children into placements for which these have been customised.

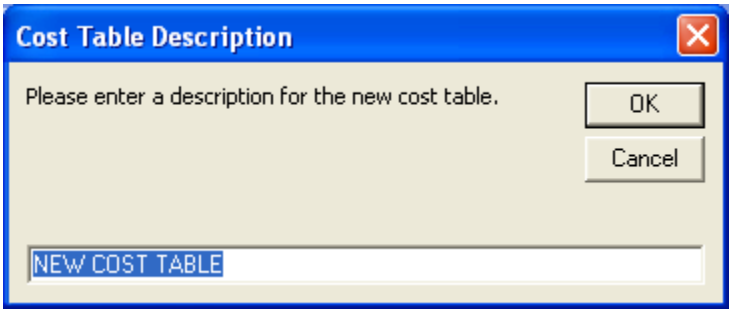
The use of customised placement types allows you to define separate unit costs including average fee/ allowance costs for different subsets of placements within a particular placement type. The separate sub-sets are distinguished by their provider names and/ or placement names. Customisation of placement types therefore allows you to investigate the cost of changing various placement types to a particular named provider or named placement.

The facility may be useful if you have different skill bands for foster carers. You can define several customised types of in-house foster care corresponding to the different carer skills levels recognised in your authority. In the placement data that you import, the provider name field for in-house foster care placements should contain the carer's skill level. Note that the Cost Calculator already has separate categories for Multidimensional Treatment Foster Care.

8.2 Customising Unit Costs

The values in the 'London' and 'Out of London' cost tables supplied cannot be altered, but Data Administrator users of the Implementation version can create new costs tables and edit the values they contain, so that customised cost tables can be created for your local authority.

A customised cost table can be created by copying an existing table and then editing the new table. This allows you to create a new table that is based either on one of the tables that are supplied, or on a table that your authority has previously created. To create a new cost table, select the cost table that you wish to copy, then click on the 'Copy Cost Table' button at the top of the form. This verifies that you are a Data Administrator and prompts you to confirm your request. You should enter a name for your new cost table in the Cost Table Description box shown.



After clicking the 'Edit' button you can change any of the cost values in your new table. This implies that for any of the placement types you can alter the costs of the eight social care processes and also the average weekly fee or allowance paid.

It is not permitted to create **blanks** in a unit cost table. The occurrence of blanks prevents the cost calculations from being carried out. If there is no cost for an item you may enter 0. If you are unsure of a particular cost in your local authority we

recommend that you retain the value from whichever of the tables supplied is most appropriate.

Average weekly fees or allowances.

It is particularly important to edit the values in the column at the right titled ‘Avg Weekly Fees/Allow’. Fees and allowances are the single most important element of total costs and these average figures are used both in “What if” analysis and for any individual placements for which you do not import the actual fee or allowance paid. The values you enter should be the average weekly cost for each child currently placed in each placement type. You may, of course, decide that certain placement types all have similar costs and treat them as a group, entering the overall group average for each of them.

Age Related Costs

Choosing the ‘Age Related Costs’ tab shows the average weekly allowances for different age bands relating to in-house foster care (but not treatment foster care), also kinship care and adoptive placements. These averages should include any additional Christmas, birthday and holiday payments. You can edit the amounts in the table to reflect those paid in your authority. Note that if your authority does not pay age related allowances you should enter zeros in the table.

Tip: You can create numerous customised unit cost tables, allowing you to have different tables for different years, or to experiment with different scenarios involving changes in unit costs.

Using Customised Unit Cost Tables

Each customised unit cost table that you create is automatically added to the list of tables which can be viewed from the Social Care: LAC Data Administration Menu, by choosing ‘Editable Lists’ and ‘Cost Table List’. The screen shot shown under this sub-heading in Section 5.5 lists two built-in cost tables with codes 1 and 2, and examples of customised cost tables which are numbered starting from 101.

To carry out calculations using a customised unit cost sheet, return to the Social Care: Looked After Children Menu, choose ‘Set Calculation Parameters’, select the desired cost sheet and click ‘OK’.

Costing Methodology

Once you have created a customised unit cost table, the tricky part is to estimate all the different values it contains. It may be useful to know about the methodology used in the research study on which the Cost Calculator is based. For the standard unit costs for in house residential care we have used the PAF indicator (B9). Initially we tried to use the templates designed for the CiN Census and set out in Unit Costs: Not Exactly Child's Play, by Jeni Beecham. These include salary and service provision costs together with administrative overheads; they apportion the costs per child by dividing by the average occupancy rate.

A step-by-step guide on how to prepare customised unit costs is included in the resource pack *Looking After Children: At What Cost?,* produced by the Looked After Children Task Force[7].

Unit Cost Database

A Unit Cost Database to assist with calculating customised unit costs is being prepared. The Unit Cost Database will allow you to research unit costs and transfer data directly into the Cost Calculator, creating customised unit cost tables. A separate User Guide for the *Unit Cost Database* is also being written.

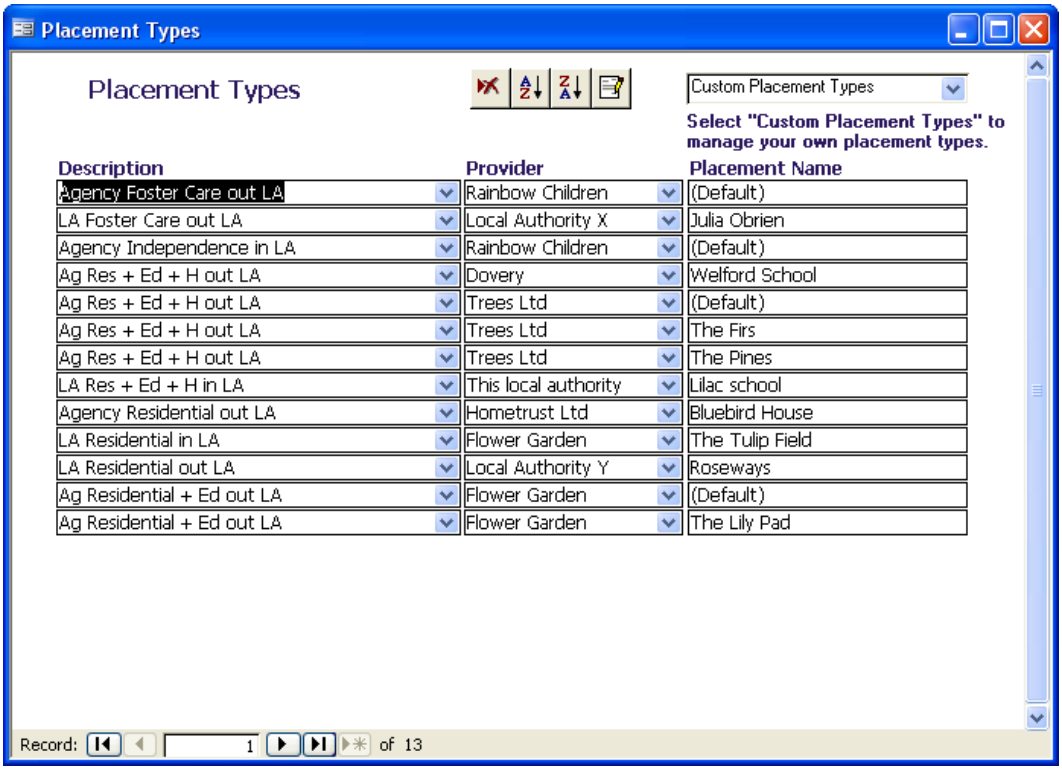
8.3 Customising Placement Types

Before you create customised placement types, you must first create a customised cost table. Customised cost tables must be used with customised placement types, since each of the placement types that you define requires a corresponding additional unit cost row. Notice in the screen shot of Basic Unit Costs that the same placement type description may therefore occur more than once in the left hand column. To ensure that the extra rows are generated automatically in your customised cost table when you define your customised placement types, you must close your customised unit cost table before you start to customise your placement types.

[7] Holmes, L., Lawson, D. and Stone, J. (2005) *Resource Pack: Looking After Children: At What Cost?* London: Produced by Department for Education and Skills.

Creating Customised Placement Types

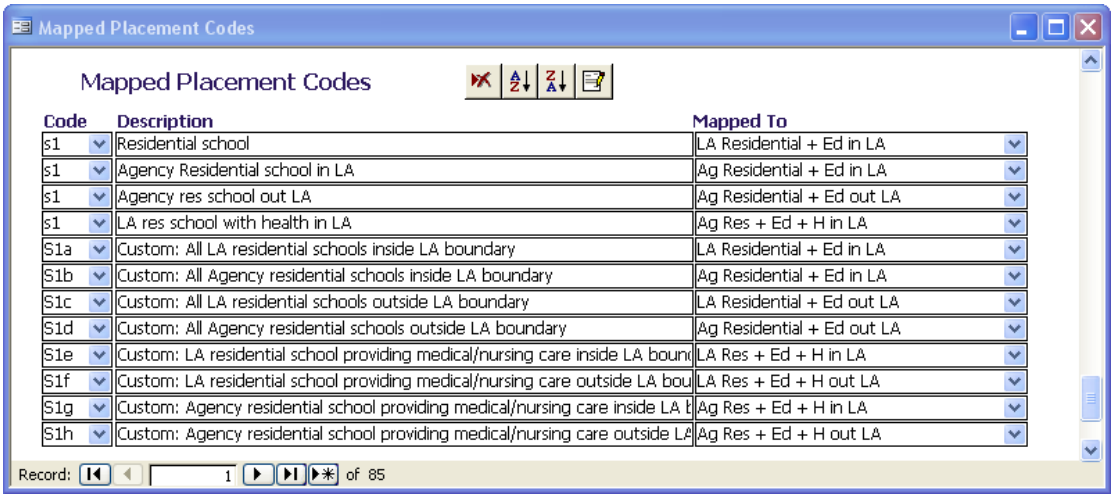
The first field in the ‘Placement Types’ list has a drop down box that offers descriptions of all the types of placement that are built-in to the model. At the top right of the form is another drop down box where you can select whether you wish to display built-in or customised placement types in the list. If you choose ‘Built-in Placement Types’, all the items in the Provider and Placement Name fields show as (Default). This signifies that the values in the default rows of the unit cost table you have selected are used in the cost calculations. Choosing ‘Custom Placement Types’ as shown in the screen shot below allows the Data Administrator to specify one or more subsets of any of the placement types shown in the first column, each having either a particular provider or a particular placement name, or both.



Since initially you do not have any custom placement types, the form is blank when it first loads. Click the ‘Edit’ button to verify that you are logged on as a Data Administrator and generate a blank row ready for customisation. Select the appropriate placement description, then enter the appropriate provider and/or placement name. The screen shot shows an example of the form after various custom placement types have been defined. Note that placement names must be unique. If you use placements with two foster carers each called Mrs A Smith, you

need to decide on a way of distinguishing between them, for example by calling them Mrs A Smith1 and Mrs A Smith2.

Once you have defined custom placement types in this way, you must check that the code corresponding to each in your data set is appropriately mapped using the '**Mapped Placement Codes**' option. The mappings are required so that the Cost Calculator can assign costs to your customised placement types. If your data includes suffixes that separate the SSDA 903 codes into subgroups, these may be helpful. However, it is also possible to define more than one mapping for each of the built in codes. The screen shot below shows the SSDA 903 code S1 mapped to several different descriptions of residential school. The Cost Calculator picks up the customised placement types with these descriptions and creates rows for them in your customised costs tables.


Mapped Placement Codes
Mapped Placement Codes
Code
Description
Mapped To
s1 Residential school LA Residential + Ed in LA
s1 Agency Residential school in LA Ag Residential + Ed in LA
s1 Agency res school out LA Ag Residential + Ed out LA
s1 LA res school with health in LA Ag Res + Ed + H in LA
S1a Custom: All LA residential schools inside LA boundary LA Residential + Ed in LA
S1b Custom: All Agency residential schools inside LA boundary Ag Residential + Ed in LA
S1c Custom: All LA residential schools outside LA boundary LA Residential + Ed out LA
S1d Custom: All Agency residential schools outside LA boundary Ag Residential + Ed out LA
S1e Custom: LA residential school providing medical/nursing care inside LA boun LA Res + Ed + H in LA
S1f Custom: LA residential school providing medical/nursing care outside LA bou LA Res + Ed + H out LA
S1g Custom: Agency residential school providing medical/nursing care inside LA b Ag Res + Ed + H in LA
S1h Custom: Agency residential school providing medical/nursing care outside LA Ag Res + Ed + H out LA
Record: 1 of 85

Once you have finished customising your placement types you can return to your customised unit cost sheet, view the additional rows that have been inserted and edit the cost figures they contain.

8.4 Changing Default Mappings for Pre-2009 Placement Codes

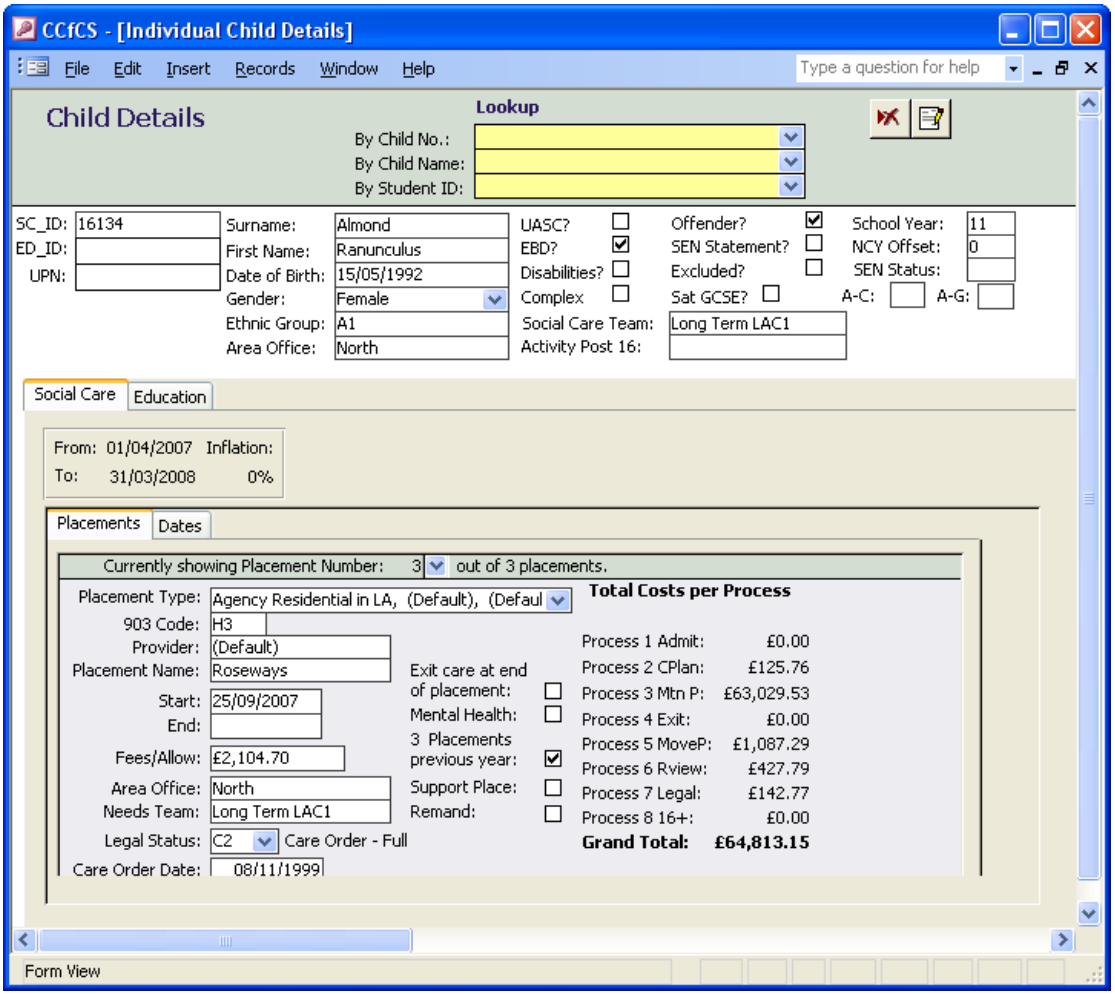
It is still possible from version 7.5 to import data that does not contain provider and location variables. However, as explained in Section 6.2, if you want to change the default mappings for the placement codes the mapping must now be changed before the data are imported (or you can re-import the data after you have changed the mapping). To allow you to try this out, the file **ImportMainNoProvLoc.xls** is now included with the example data as a composite alternative to the four files

ImportChild.xls, ImportEpisodes.xls, ImportEducation.xls and ImportOutcomes.xls. These files contain essentially the same data, but in **ImportMainNoProvLoc.xls** the provider and location columns have been removed and suffixes have been added to some of the placement codes to ensure that they map to the same placement types.

The placements in rows 48 and 69 have the code H3. If you import the data file **ImportMainNoProvLoc.xls** which does not include the provider and location columns, by default these placements map to 'LA Residential in LA'. If your authority does not have any residential homes but uses agency ones within the authority area, you want these placements to map to 'Agency Residential in LA'. One way of doing this is to code them H3b. An alternative way is to edit the 'Mapped Placement Codes' list.

To try this out, on the 'Mapped Placement Codes' list click the 'Edit' button and select the code H3. The panel on the right (see screen shot in Section 5.5) shows the mappings using the possible combinations of the new provider and location codes (e.g. PR1IN). The placement is required to be in the local authority's area, because there are no entries in the rows that relate to OUT. Any provider is allowed (although it seems unlikely that a local authority could provide a placement within another local authority's area). The default mapping is that for PR1, so it is this that you want to change. Click on the arrow at the right of the PR1IN row and scroll up to select 'Agency Residential in LA'. Close this form.

Prepare the Import Setup form to import **NoProvLoc.xls**, changing the various file names and remembering to delete the rows that relate to provider and location. Delete existing data. Once the data is imported, use 'View Individual Child Details' to see what placement types are being costed. For example, row 69 is the third placement for Child 16134. The screen shot below shows this placement is now being costed as 'Agency Residential in LA'.


CCfCS - [Individual Child Details]
File Edit Insert Records Window Help
Type a question for help
Child Details
Lookup
By Child No.:
By Child Name:
By Student ID:
SC_ID: 16134
ED_ID:
UPN:
Surname: Almond
First Name: Ranunculus
Date of Birth: 15/05/1992
Gender: Female
Ethnic Group: A1
Area Office: North
UASC?
EBD?
Disabilities?
Complex
Offender?
SEN Statement?
Excluded?
Sat GCSE?
School Year: 11
NCY Offset: 0
SEN Status:
A-C:
A-G:
Social Care Team: Long Term LAC1
Activity Post 16:
Social Care
Education
From: 01/04/2007 Inflation:
To: 31/03/2008 0%
Placements
Dates
Currently showing Placement Number: 3 out of 3 placements.
Placement Type: Agency Residential in LA, (Default), (Defaul
903 Code: H3
Provider: (Default)
Placement Name: Roseways
Start: 25/09/2007
End:
Fees/Allow: £2,104.70
Area Office: North
Needs Team: Long Term LAC1
Legal Status: C2 Care Order - Full
Care Order Date: 08/11/1999
Exit care at end of placement:
Mental Health:
3 Placements previous year:
Support Place:
Remand:
Total Costs per Process
Process 1 Admit: £0.00
Process 2 CPlan: £125.76
Process 3 Mtn P: £63,029.53
Process 4 Exit: £0.00
Process 5 MoveP: £1,087.29
Process 6 Rview: £427.79
Process 7 Legal: £142.77
Process 8 16+: £0.00
Grand Total: £64,813.15
Form View

Chapter 9
Calculation Details

9.1 Age-Related Allowances

For in-house foster care, kinship and adoption placements age-related allowances may be specified in the categories 0-4, 5-10, 11-12, 13-14, 15-15 and 16 Upwards (see Section 5.5). The age related allowance is added *only* if the payment used in the cost calculation is the **average weekly allowance** from the right hand column of the unit cost sheet, because if the **individual weekly allowance** is imported with the placement data, the Cost Calculator interprets this as being the full payment cost.

To see the differences in the calculations depending on whether or not the average allowance is used, compare two children in the example data set and run 'Individual Child ID & Placement Number' reports for them. Both Child 1325 and Child 10314 have in-house foster placements; for the first of these the average allowance is used, while for the second the individual placement allowance is imported.

Information about the first placement for Child 1325 is in row 15 of ImportEpisodes.xls. (The girl's second placement, in row 16, is a fortnight's support placement that runs simultaneously with the main placement.) Since the value in row 15 column M, 'FeesAllow', is blank, the average allowance for an in-house foster placement (which has the new SSDA 903 code 'Q2' with provider 'PR1' and location 'In' in columns H, I and K) is picked up from the unit cost table. Using 'Out of London 2007-8' costs, the weekly allowance is £143.57. Dividing this by 7 gives the value of £20.51 per day highlighted in aqua in the report shown below. The other rows highlighted in aqua relate to the age allowances paid for this girl. For 132 days of the placement the age 15 allowance is paid, and after her 16th birthday the age 16 upwards allowance is paid for the remaining 234 days. These generate subtotal costs of £890.35 and £2,962.77 respectively.

By contrast, child 10314 also has an in-house foster placement (with the old SSDA 903 code F2), but the data for this in row 51 of ImportEpisodes.xls includes the weekly allowance in column M of £136.86. This girl is 16 years old at the start of the

calculation period, but no age allowance is added in the calculation since the allowance that is read in is assumed to be the full amount that is paid.

	Cost Calculation for Child:	ID:	1325	Placement:	1
	calculation period:	from:	01/04/2007	to:	31/03/2008
	Weeks in placement before calculation period		165.1		
	Placement continues after calculation period				
Placement is	Foster care	Local Authority	In LA Area		
Child is/ has	Purple	Tulip	Female	**Age at start of:**	**Years**
	A: White			selected	
				placement	12
	00: None			calculation	
	C2 Care Order - Full	Care Order Date	25/04/2004	period	15
	Weeks from care order to age 18	276.3			

Process No	Process	Unit Cost	No of Times/ Days Incurred	Subtotal Cost	Process Cost
1	**Decide to Look After & Place**	£670.73	0	-	-
	of which: Basic	£670.73			
	Conditional extra	-			
2	**Care Planning**	£125.76	2	£251.53	**£251.53**
	of which: Basic	£125.76			
	Conditional extra	-			
	plus if YOT	£25.09	0	-	
3	**Maintain Placement (daily)**	£64.79	366	£23,712.31	**£22,405.35**
	Social work services	£37.68			
	Fees & Allowances per Day	£20.51			
	Conditional extra	£6.60			
	plus if YOT	£7.01	0	-	
	0 - 4 Cost	£0.35	0	-	
	5 - 10 Cost	£1.85	0	-	
	11 - 12 Cost	£6.75	0	-	
	13 - 14 Cost	£6.75	0	-	
	15 - 15 Cost	£6.75	132	£890.35	
	16 - upwards Cost	£12.66	234	£2,962.77	
	plus during first 91 days	£4.52	0	-	
	less if over 1 year in LA	(£0.84)	366	(£307.15)	
	less if over 1 year out LA	(£3.11)	0	-	
	less if over 1 year (LAFC/kin)	(£13.26)	366	(£4,852.94)	
4					
	Exit Care (Return Home)	£276.29	0	-	-
	of which: Basic	£276.29			
	Conditional extra	-			
5	Find Later Placement	£214.55	0	-	-
	of which: Basic	£214.55			
	Conditional extra	-			
6	Review	£427.79	2	£855.59	**£997.95**
	of which: Basic	£427.79			
	Conditional extra	-			
	plus if age group 16 or over	£10.68	1	£10.68	
	plus if first for leaving care	£131.68	1	£131.68	
	plus if YOT	£131.71	0	-	
7	Legal	£2,901.43	0.189	£549.08	**£549.08**
	of which: Basic	£2,901.43			
	Conditional extra	-			
8	Transition to Leaving Care	£1,221.32	1	£1,221.32	**£1,221.32**
	of which: Basic	£1,221.32			
	Conditional extra	-			
				Total cost:	**£25,425.22**

Report printed on: 16/09/2008 Data imported on: 31/03/2008

Compare the aqua coloured rows in the two reports to see how age allowances are added in one case but not the other.

	Cost Calculation for Child:	ID:	10314	Placement:	1
	calculation period:	from:	01/04/2007	to:	31/03/2008
	Weeks in placement before calculation period		171.6		
	Placement continues after calculation period				
Placement is	Foster care	Local Authority	In LA Area		
Child is/ has	Aquamarine	Sunflower	Female	**Age at start of:**	**Years**
	A: White			selected placement	13
	00: None			calculation period	16
	V2 Section 20 single period				

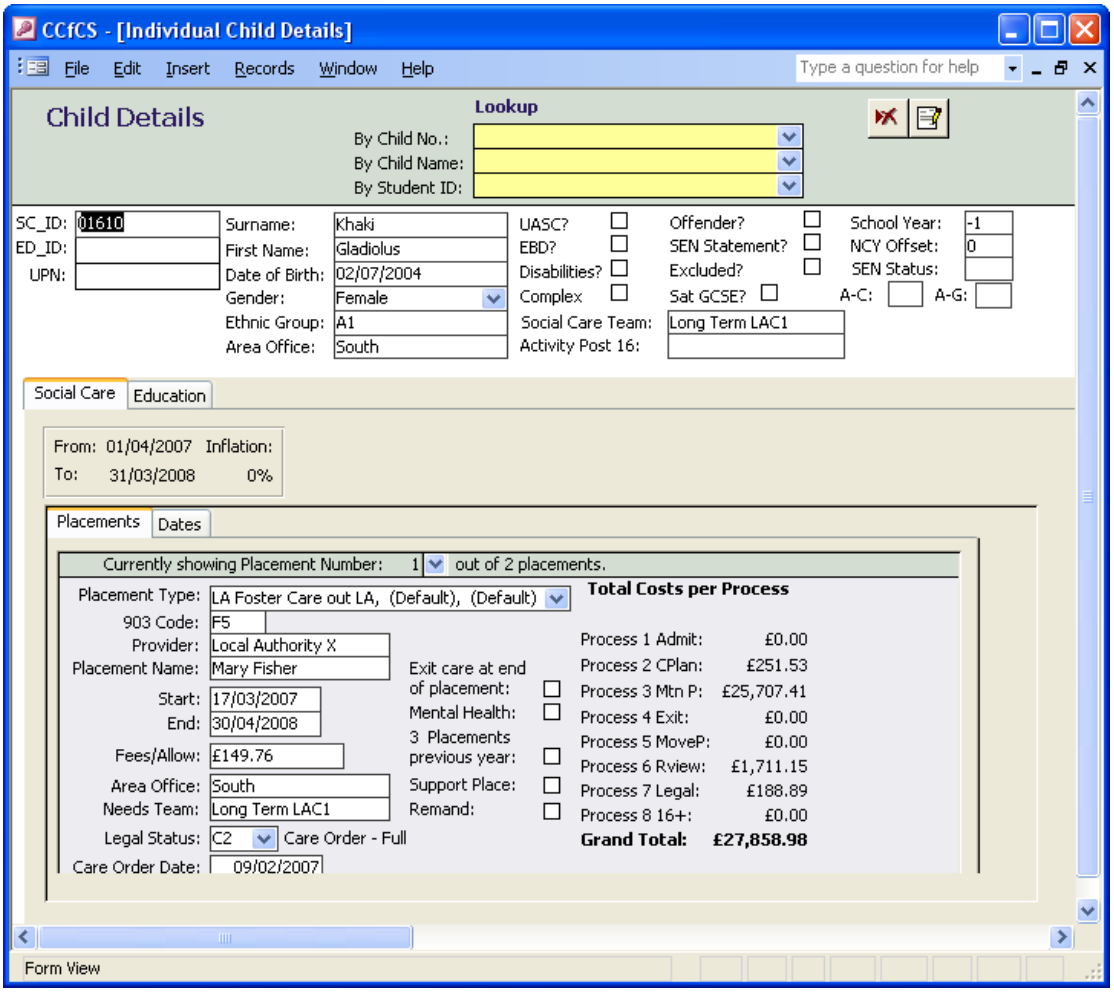
Process No	Process	Unit Cost	No of Times/ Days Incurred	Subtotal Cost	Process Cost
1	**Decide to Look After & Place**	£670.73	0	-	-
	of which: Basic	£670.73			
	Conditional extra	-			
2	**Care Planning**	£125.76	2	£251.53	**£251.53**
	of which: Basic	£125.76			
	Conditional extra	-			
	plus if YOT	£25.09	0	-	
3	**Maintain Placement (daily)**	£57.23	366	£20,946.74	**£15,786.65**
	Social work services	£37.68			
	Fees & Allowances per Day	£19.55			
	Conditional extra	-			
	plus if YOT	£7.01	0	-	
	0 - 4 Cost	-	0	-	
	5 - 10 Cost	-	0	-	
	11 - 12 Cost	-	0	-	
	13 - 14 Cost	-	0	-	
	15 - 15 Cost	-	0	-	
	16 - upwards Cost	-	366	-	
	plus during first 91 days	£4.52	0	-	
	less if over 1 year in LA	(£0.84)	366	(£307.15)	
	less if over 1 year out LA	(£3.11)	0	-	
	less if over 1 year (LAFC/kin)	(£13.26)	366	(£4,852.94)	
4					
	Exit Care (Return Home)	£276.29	0	-	-
	of which: Basic	£276.29			
	Conditional extra	-			
5	Find Later Placement	£214.55	0	-	-
	of which: Basic	£214.55			
	Conditional extra	-			
6	Review	£427.79	2	£855.59	**£876.94**
	of which: Basic	£427.79			
	Conditional extra	-			
	plus if age group 16 or over	£10.68	2	£21.36	
	plus if first for leaving care	£131.68	0	-	
	plus if YOT	£131.71	0	-	
7	Legal	£2,901.43	0.000	-	-
	of which: Basic	£2,901.43			
	Conditional extra	-			
8	Transition to Leaving Care	£1,221.32	0	-	-
	of which: Basic	£1,221.32			
	Conditional extra	-			
				Total cost:	**£16,915.12**

Report printed on: 16/09/2008 Data imported on: 31/03/2008

9.2 Legal Only Changes

The example data set shipped from version 7.5 contains two children with legal only changes (code L in the column titled RNE). For one of these, Child 1470 in row 23, this is the only entry in the data set. Prior to version 7.5 the Cost Calculator would not have picked up this child. Now it assumes a placement start date of the date of the legal only change. Obviously this is likely to underestimate the placement length, but since the date of the legal only change may be several years in the past a more realistic assumption based on the dates to which the data relate was judged too complex to implement.

Child 1610 also has a legal only change in row 34, but in this case there is preceding placement information in row 33. The Cost Calculator therefore combines the information in these two rows so that the child's first placement has a start date of 17/03/2007 (from row 33) and an end date of 30/04/2008 (from row 34) as can be seen on the individual child details form shown below.



9.3 Total Fees and Allowances Paid

Local authorities who have implemented the Cost Calculator would like to compare the totals it gives with the data they submit in their PSSEX 1 expenditure return. Since these two sets of analyses categorise items differently, a good starting point is to compare the total fees and allowances paid in the calculation period from the Cost Calculator with the Looked After Children section of the PSSEX 1 return. From version 7.10, the Separate Placements report of the Cost Calculator offers you the total of all Process 3 costs and also the separate figures for fees or allowances and for social care costs incurred in supporting the placement.

You can also see total costs split into fees and allowances and all social work costs at the foot of the ‘Costs by Needs Group’ report.

9.4 Activity Times for Process 3

Users have asked about the assumptions made in calculating the time spent on social work services for Process 3, Maintaining the Placement. The research findings were that on average 55 hours per month was spent on this, 16% of this by the social worker, 29% by the family placement team and 55% by the administrator

APPENDIX A

Costs and Consequences of Different Types of Child Care Provision: a research overview

Aims

The aims of the study were to assess how far variations in the cost of different types of provision are reflected in the quality of care experienced by children with different needs, and to use the findings to devise robust methods that enable local authorities to calculate the cost consequences of different types of child care provision.

Methodology

The researchers undertook a prospective longitudinal study reported in Ward, Holmes and Soper 2008[8]. This was designed to explore both quantitative and qualitative data concerning the background, needs and experiences of a population of 478 children looked after by three matched pairs of local authorities. The sample were all looked after on the first of two Children in Need census dates (February 2000) and were followed until the second (October 2001). The sample was restricted to children aged ten years and over and was weighted to include disproportionate numbers of children with disabilities and/or in residential units in order to provide sufficient data for meaningful analysis.

Data on children's needs and experiences were collected from management information systems, case files and from structured interviews with children and young people and their carers.

Costs Methodology

The eight processes for which the unit costs were derived are based on the nine case management operations that underpin the task of looking after children outlined in the Core Information Requirements, Process Model (Department of Health, 2003)[9].

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[8] Ward, H., Holmes, L. and Soper, J. (2008) *Costs and Consequences of Placing Children in Care*. London: Jessica Kingsley.

[9] Department of Health (2003) *Children's Social Services Core Information Requirements Process Model*, London: Department of Health.

Specific data was then gathered from focussed discussions at team meetings to ascertain the time taken to complete these activities.

Information was obtained from 17 team meetings, attended by 104 social workers, 23 family placement workers, 13 team managers and two independent reviewing officers. The amount of time spent by each of the workers on each of the processes was then costed as a proportion of their salary and overheads. The total activity was added together for each of the eight processes to calculate standard unit costs. In addition, the costs of providing the placement, including placement fees, were added to the cost of maintaining it.

The consensus approach adopted proved to be robust with little variation between staff concerning the amount of time they spent completing standard tasks. However, variations in activity were identified to support children with different needs and to arrange and support different placement types. Differences in authority procedures also had a bearing on the level of activity and therefore the costs of completing certain tasks, for example there were substantial variations in the level at which decisions for agency funding were made.

Key Findings

The study identified a number of factors that impact on the cost of looking after children. These factors relate to the organisation and procedures operating within the local authorities, the pattern and types of placements provided and the needs of children. In addition to age, the child related factors include: disability, emotional or behavioural difficulties and offending behaviour. The circumstances of asylum seeking children were also found to produce different cost pathways.

The children in this study fell into eleven groups categorised by single or multiple combinations of the above factors. There were five simple groups where children displayed either none or one of the factors and six complex groups of children who displayed two or more of the factors. Children who displayed none of these additional characteristics cost substantially less to look after than those who displayed one of them; costs were found to be even higher for those children who displayed combinations of two or more characteristics. It was also evident that a very small number of children with exceptionally high needs could skew the costs of the looked after population in an authority. The cost calculator includes sixteen possible needs

groups (listed below), to allow for a greater number of different combinations of factors than was found in the original study.

Needs Groups used in the Cost Calculator

00: None
01: Disabilities only
02: EBD only
03: UASC only
04: Offender only
05: Disabilities+EBD
06: Disabilities+UASC
07: Disabilities+Offender
08: EBD+UASC
09: EBD+Offender
10: UASC+Offender
11: Disab+EBD+UASC
12: Disab+EBD+Offender
13: Disab+UASC+Offender
14: EBD+UASC+Offender
15: Disab+EBD+UASC+Offender

The study also identified substantial variation between the costs of different placement types. The standard unit cost for maintaining a child for a week in residential care was eight times that of the cost of foster care, 9.5 times that of a kinship placement and 12.5 times that of a placement with own parents.

Furthermore, the findings indicated an inverse relationship between the costs of provision and the children's opportunities for improving their life chances. Children who did not display any evidence of additional support needs cost the least to look after and were most likely to remain in stable placements and complete their statutory schooling. On the other hand children who displayed a combination of additional support needs had the most costly care episodes and were most likely to experience changes of placements and unscheduled school changes.

Practice Implications

The findings demonstrate the importance of adopting a systems approach to analysing the costs of looking after children. The costs incurred by placing children away from home need to be considered within the context of the costs of providing services to all children in need. A systems approach should also demonstrate how

costs are spread across agencies so that reducing costs to one may increase the costs to others.

APPENDIX B

Installing the Implementation Version

Software Components: Program, Data and Security Files

The CCfCS software application has been developed using **Microsoft Access** version 2003. From version 7.5 the application may be run using **Office 2007** System (but see requirements in Appendix G). It is a requirement that, prior to installing the Implementation Version, Microsoft Access 2003/7 and **Microsoft Excel** 2003/7 are already installed. If you do not have Microsoft Access 2003, a run-time licence is provided with the Cost Calculator Demonstration database. You can install this first to provide you with a usable version of Access – see Appendix D.

The database is split into two components, the front end **Program** (**CCfCS_Program.mdb**) containing forms, reports and code, and the back end **Data** (**CCfCS_Data.mdb**) containing the raw data tables. The Program component is common to all CCfCS users, whereas the Data component will contain your local authority Child and Placement data.

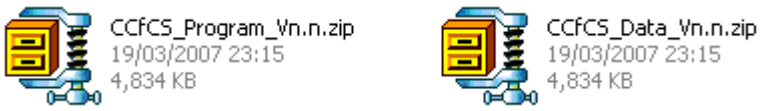
The application is designed to be used by having one and only one copy of the **Data** which is then accessed by each user with their own copy of the **Program**, located in a folder to which they have **write-access**. This allows multiple users to set different calculation parameters and run their own reports independently – whilst sharing the core Child and Placement data for your authority.

The application has been designed to protect the sensitivity of the data, and as part of this security, each user will have to **log on** to the application with a user name and password. Initially, three default users are supplied as part of your installation, and for these the password is blank.

You need to install the **Security** file. Once you have set passwords for your user accounts, and indeed created your own accounts, you should not overwrite this file for future releases.

Release Files

As part of your first release, you should have two zipped files:



The **CCfCS_Program_Vn.n.zip** file will contain one file

CCfCS_Program.mdb

The **CCfCS_Data_Vn.n.zip** file will contain the additional files:

CCfCS_Data.mdb (the **Data** file)
SysCCfCS.mdw (the **Security** file)
ShortcutCreator_03.mdb (the **vtl** short cut creator utility)
ImportChild.xls (sample import data about each child)
ImportEpisodes.xls (sample import data about each placement)
ImportEducation.xls (sample import information on GCSE results)
ImportOutcomes.xls (sample import outcomes variables for each child)
ImportRev.xls (sample import review dates spreadsheet)
ImportYOT.xls (sample import YOT dates spreadsheet)
ImportPlan.xls (sample import Plan dates spreadsheet)
SampleXmldata.xml (sample import XML file)

- Create a folder on your network, accessible to all intended CCfCS users, and unzip the contents of the **CCfCS_Data_Vn.n.zip** to this location.

To unzip files, **right-click** and choose either **Extract** or **Open with** > **Compressed (zipped) Folders** and follow the instructions which may vary depending on your computer.

- For the **Program** file, create a local folder direct from the root of the C: drive to which the user has write-access e.g. C:\CCfCS. Unzip the contents of the **CCfCS_Program_Vn.n.zip** file to this location.

- Within these notes, the network folder containing the data is referred to as **R:\CCfCS**, and the local folder containing the program is referred to as **C:\CCfCS**.

- Note that you can use a unc path instead of a mapped drive if you prefer for all the paths specified within the Cost Calculator.

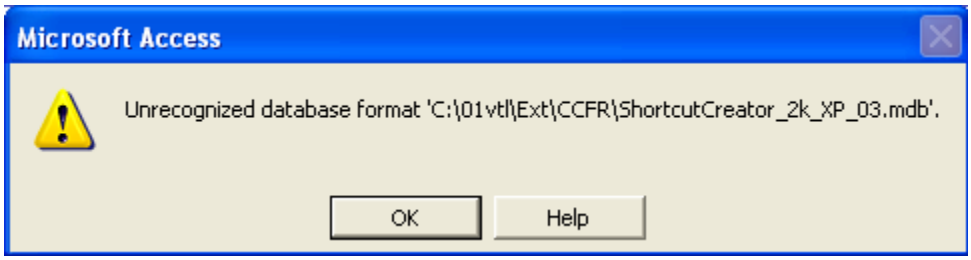
Create a Shortcut to the Program

For security, access to the application **must** be via a shortcut. When you install the application on a new computer you need to set up a shortcut to connect the **Program** to the **security file**). This should resemble the picture below:

You may set up this shortcut manually, but unless you are familiar with the procedure we recommend that you use the supplied VTL utility: **ShortcutCreator_03.mdb** Before doing this, check that the Shortcut creator and files are in folders direct from the root of the drive. Putting them in the C:\Program Files folder on Vista machines results in permission conflicts which cause the Shortcut creator to fail.

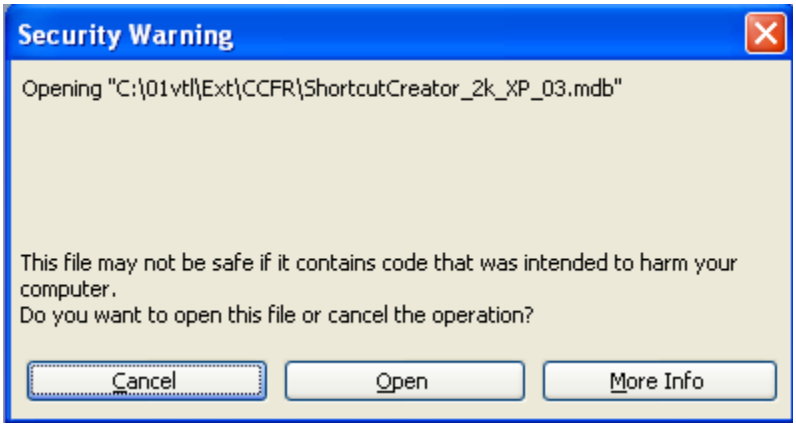
Using the short-cut creator

- Double click on the short-cut creator mdb file. If your computer does not know what software to use to open this file then you need to install Access first. You may also receive an error message if you only have Access 97 installed:



- If you receive a warning asking if you want to block unsafe expressions, say **No**. This is simply a security warning asking if you trust this code. You can avoid messages like this by lowering Access security settings but this is not recommended.

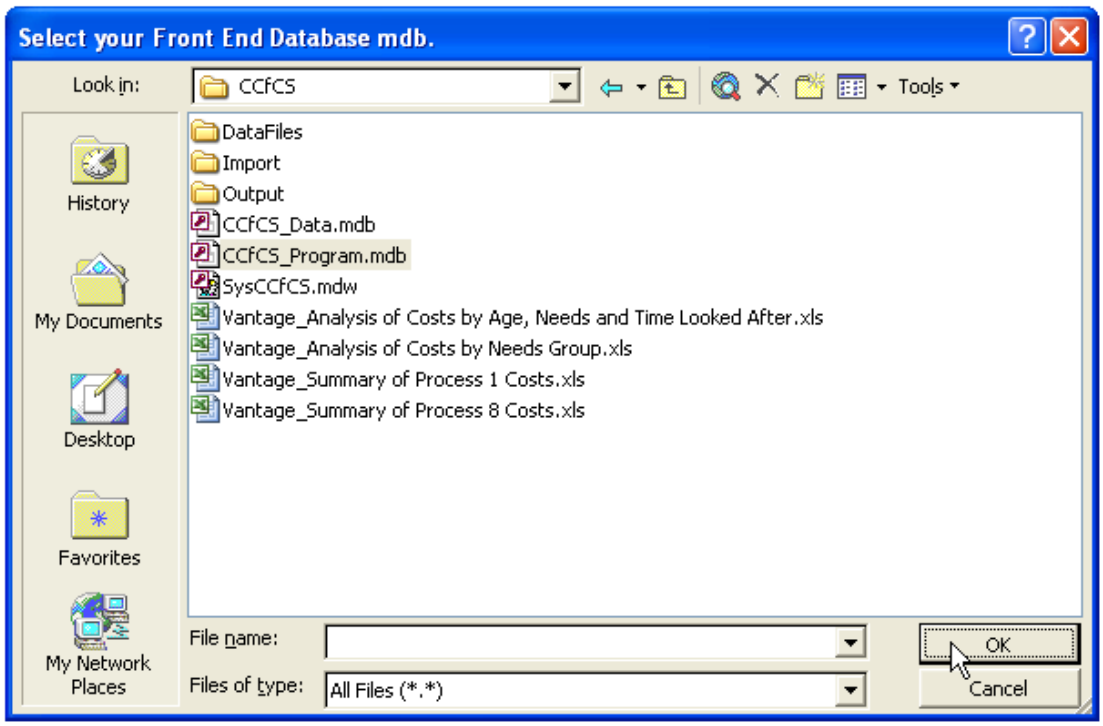
- Depending on your computer security settings, you may be prompted with a security warning as shown below:


Security Warning
Opening "C:\01vtl\Ext\CCFR\ShortcutCreator_2k_XP_03.mdb"
This file may not be safe if it contains code that was intended to harm your computer.
Do you want to open this file or cancel the operation?
Cancel
Open
More Info

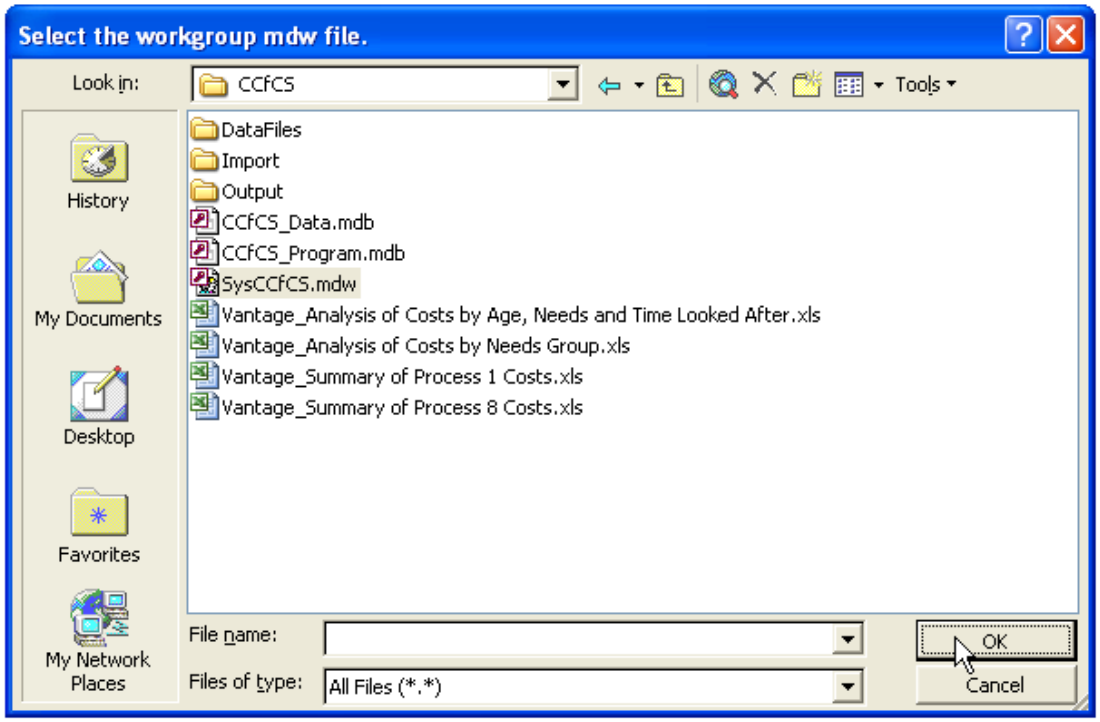
- Click on **Open** to access the program.

Note that you can turn off this warning by following the instructions in Appendix C.

- You will now be prompted to select the path and name of your front end mdb database file. Navigate to this and press OK.



- You will then be prompted for the path and name of your workgroup mdw file. Navigate to this and press OK.



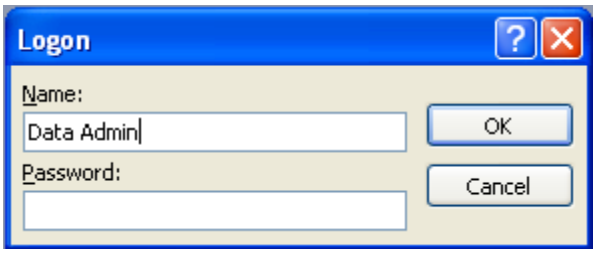
- If you have selected valid files then a short cut will be created in the same folder as your front end database.

- This shortcut can be used now to open up your front end, and will include a link to the security file containing all the logon information.

Opening the Application

After setting up these paths you can test the shortcut by double-clicking on it to open up the program.

- If Access **fails** to open then you need to check the path to your copy of Access.
- If Access opens, but you are told that you **do not have permission** to view the file, then you need to check the path pointing to the security file.
- If Access opens and you are asked for a **login name and password** then you have successfully created your database shortcut.



Log in with the Name of Data Admin

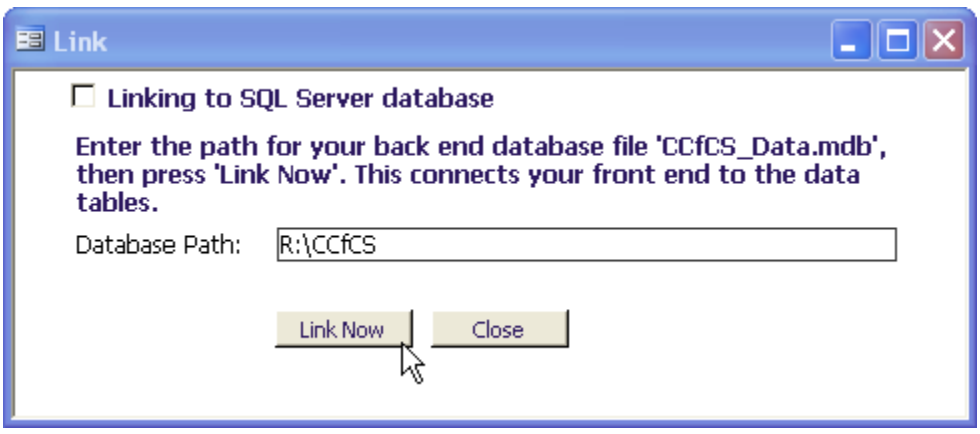
Note: there is no password for this account for a first-time installation.

Linking the Program to the Data

Once you have accessed the program, the first task you must perform is to link the **Program** to the **Data** component of the application. Only Data Administrators can perform this task, and you should now be logged on as the **Data Admin** user.

From the **Main Menu**

- Select **System Administration**
- Select **Manage Database Link**
- Now complete the **Database Path** by entering the location of the **CCfCS_Data.mdb** file, **R:\CCfCS** for the purpose of these notes.
- The check box is unchecked as shown when you are linking to an Access database. Contact the development team if you wish to use SQL.


Link
Linking to SQL Server database
Enter the path for your back end database file 'CCfCS_Data.mdb', then press 'Link Now'. This connects your front end to the data tables.
Database Path:
R:\CCfCS
Link Now
Close

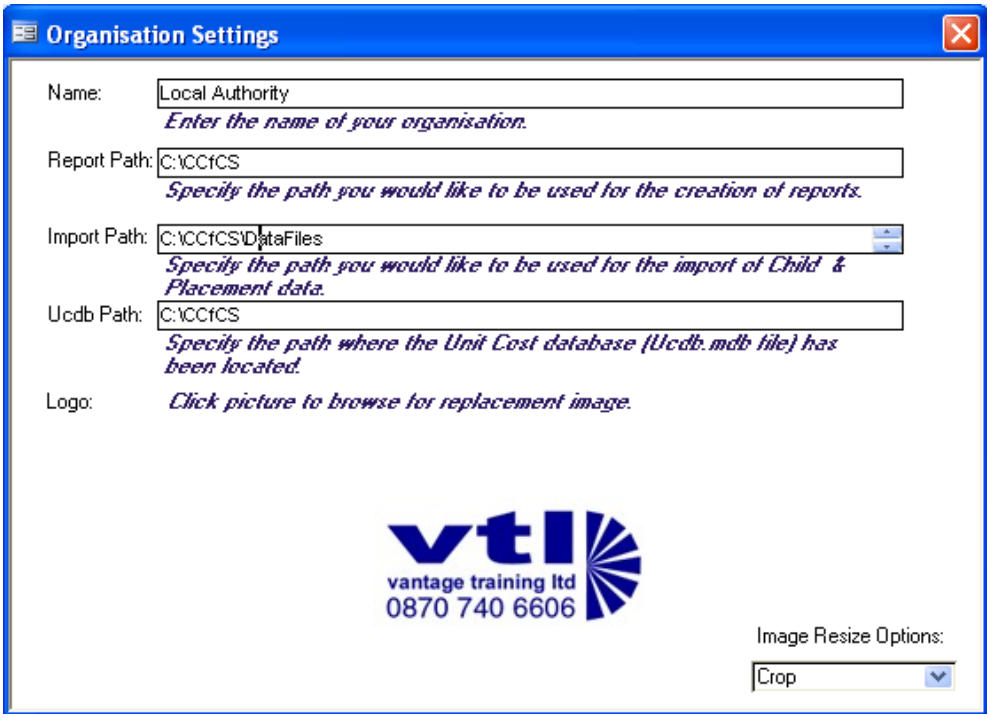
- Note that you can use a unc path instead of a mapped drive if you prefer for all the paths specified within the Cost Calculator.

If the link is successful then you will be informed as such. If the attempt fails, the most likely reason is that you do not have a database called CCfCS_Data.mdb located in the specified path. However, in attempting to create the link, the front end CCfCS_Program.mdb file has been changed and so you cannot now link that copy of it to the data tables. You must therefore unzip a new copy of CCfCS_Program.mdb, carefully check the file path for CCfCS_Data.mdb and proceed to link the two components.

Organisational Settings

As part of the installation, you will use this option to set key information specific to your organisation before the system is made available for use, namely the organisation name, the path where reports are saved to, the path where Child and Placement data will be imported from, the UCDB (Unit Costs Database) path (when it is available), and your organisation's logo.

- Before you attempt to change any of the settings, click on the **'Edit'** button in the top right. This will disappear if you are verified as logged on as a **Data Administrator**, allowing you to make changes.


Organisation Settings
Name:
Local Authority
Enter the name of your organisation.
Report Path:
C:\CCfCS
Specify the path you would like to be used for the creation of reports.
Import Path:
C:\CCfCS\DataFiles
Specify the path you would like to be used for the import of Child & Placement data.
Ucdb Path:
C:\CCfCS
Specify the path where the Unit Cost database (Ucdb.mdb file) has been located.
Logo:
Click picture to browse for replacement image.
vtl
vantage training ltd
0870 740 6606
Image Resize Options:
Crop

- Enter the values you require for the text fields, as shown above
- Note that you can use a unc path instead of a mapped drive if you prefer for all the paths specified within the Cost Calculator.
- To add your organisation's logo, click on the image shown and navigate to a new image on your network.

NB: You can resize the logo by selecting one of three Image Resize Options: Crop, Stretch and Zoom

- Close the form when complete.

Installing New Releases

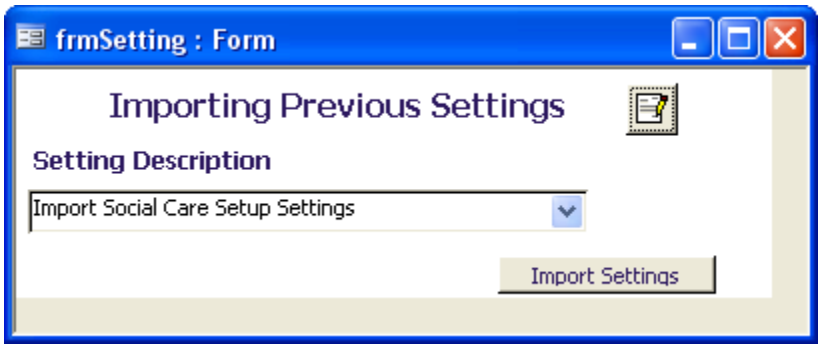
The above instructions show you how to install the database ready for the very first use. From version 7.5, when a new release is provided it is possible to **import into it from a previous version** your Import Setup form, your data and all your customisations.

To take advantage of this facility it is essential that when the new version is installed the old one is retained, at least until all the settings and data are imported from it. A convenient way of separating the different versions is to install them in different folders. To carry out the import from the previous version:

From the **Main Menu**

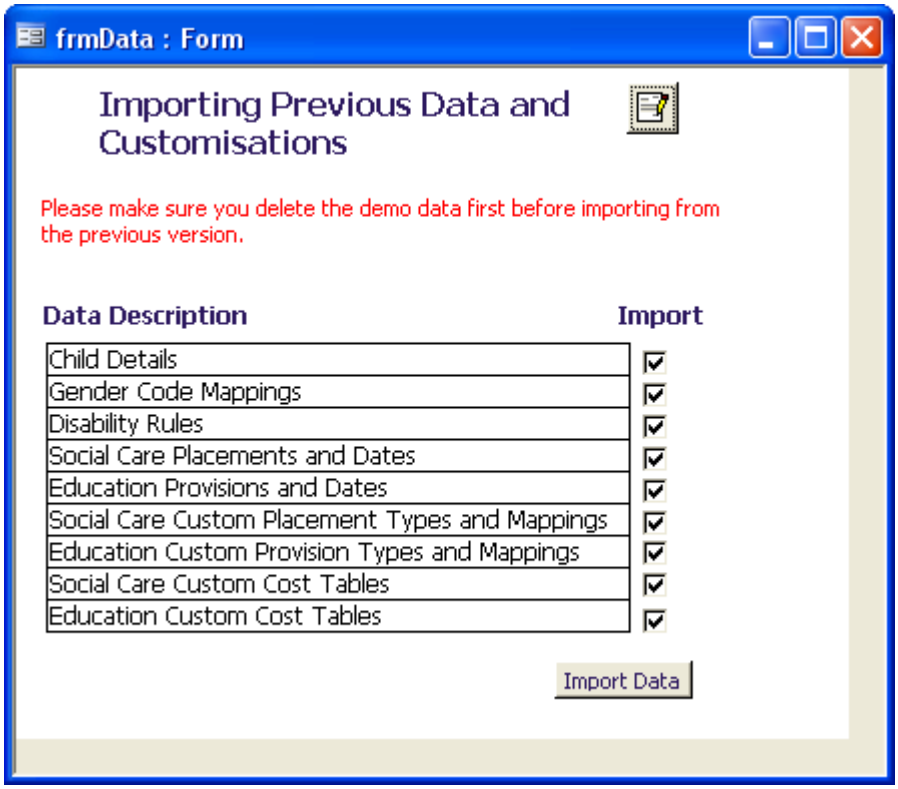
- Select **System Administration**
- Select **Import from Previous Version**
- Choose both options in turn to **Import Settings from Import Setup form** and also your **Data and Customisations.**

In the first dialogue box shown, click the Edit button to verify that you are a Data Administrator and select **Import Social Care Setup Settings.**



You will then be able to browse to select the Front End Database mdb from which you want to import settings and a message will be generated when the import is complete.

Before importing your data and customisations you must delete the example data supplied (see Section 7.4). You can then click **Data and Customisations** which opens the form shown below. Pressing the Edit button allows you to select the items you wish to import, and clicking Import Data again allows you to browse, this time to select the Back End Database mdb from which you wish to import these items. You will be informed when the import is complete.


frmData : Form
Importing Previous Data and Customisations
Please make sure you delete the demo data first before importing from the previous version.
Data Description
Import
Child Details
Gender Code Mappings
Disability Rules
Social Care Placements and Dates
Education Provisions and Dates
Social Care Custom Placement Types and Mappings
Education Custom Provision Types and Mappings
Social Care Custom Cost Tables
Education Custom Cost Tables
Import Data

APPENDIX C

System Security and User Permissions

User Accounts

Access to the application can be gained only by **logging on** with a **user account**. After you have clicked the shortcut to your database, you will be presented with a logon box. Here, you are prompted for your name and password. You will not be able to see the letters/digits in your password while you are typing them.

*Note that passwords are **case sensitive**.*

There are different levels of security, which give you different permissions within the database. As part of a first-time installation, when you first receive the database there will be three login accounts created for you, as follows:

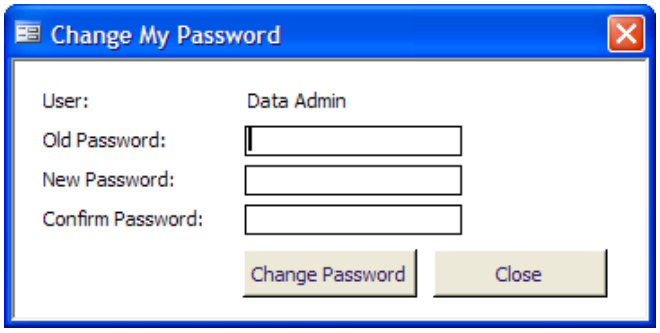
Name	Password	Purpose
Accounts Admin	no password	This account lets you modify and create new accounts to introduce users to the database.
Data Admin	no password	This account lets you perform maintenance activities on the database, such as linking the front and back end, and changing where the reports are output to.
Reporter	no password	This account is for data entry and report viewing only. This will not let you perform any database administration tasks.

Changing Passwords

After you have logged in with any of the accounts you can change the password for that user – you should make a point of setting passwords for the **Data Admin**, **Accounts Admin** and **Reporter** users in order to protect your system.

From the **Main Menu**

- Select **Personal Administration**
- Select **Change My Password**



- Now type in your old password (which will initially be blank), and then type your new password twice (this is to prevent typing mistakes). *Passwords are case sensitive*.
- Click on **Close** to complete the action and return to the menu.

Creating New Users and Assigning Permissions

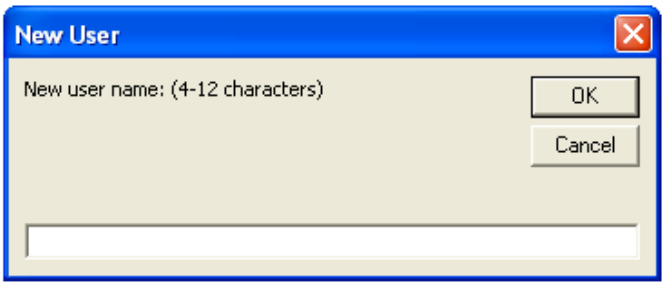
All users of the database belong to one of two groups – **User** or **Data Administrator**.

- **Users** can access all the reporting options.
- **Data Administrators** can manage the database and perform various tasks such as setting up cost tables and importing Child data.

*To add new users you must be logged in as **Accounts Admin** – this user has specific privileges to allow management of users only***.**

- If necessary, close the application and re-start it, logging on as **Accounts Admin.**
- From the **Social Care: Looked After Children Menu** select **System Administration**
- Now choose the option **Manage Users & Permissions**

- Click on the **Create New User** button
- Type in the user name required and click on **OK**



- Now use the **Permissions** options to assign the new user either as a **User** or as a **Data Administrator**.

The user will be created with a blank password. To preserve security, you should instruct the user to log on to the database and set their own password.

Other Tasks

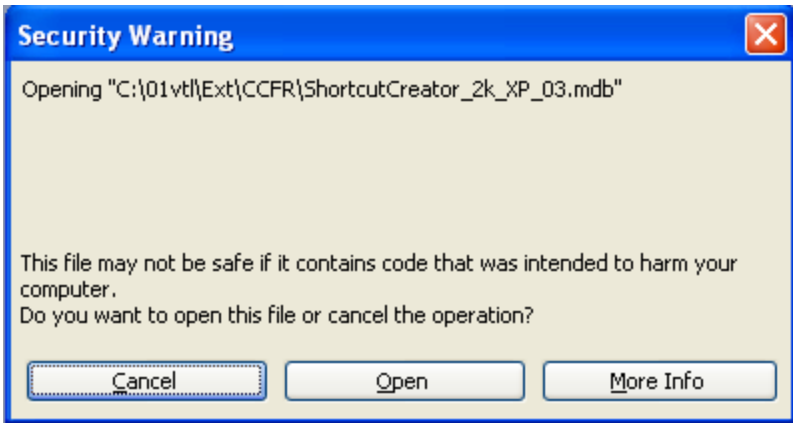
You can also select existing users from the dropdown box at the top of the screen.

You can reset the password of any other user by selecting them from the dropdown and clicking the **Clear Password** button.

You can delete a user from the list with the **Delete User** button, or you can change their viewing permissions to be either a basic **User** or a **Data Administrator**..

Security Warnings

When opening your database you may see the following warning:


Security Warning
Opening "C:\01vtl\Ext\CCFR\ShortcutCreator_2k_XP_03.mdb"
This file may not be safe if it contains code that was intended to harm your computer.
Do you want to open this file or cancel the operation?
Cancel
Open
More Info

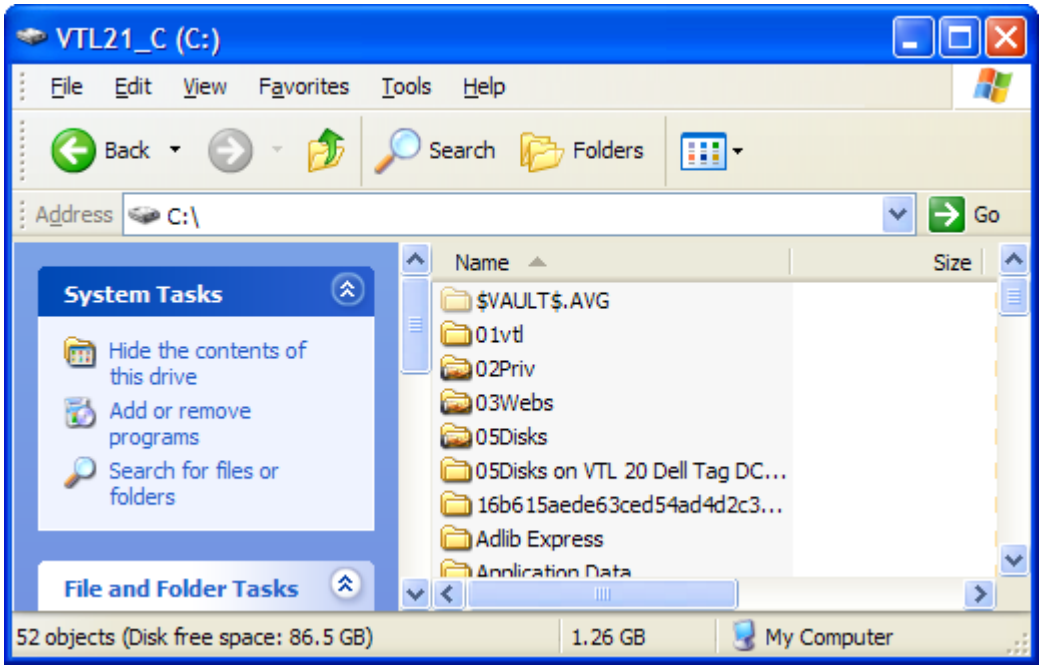
This is because your computer has not yet been told to trust files which are stored on other computers. If the link which you have clicked is stored on a different computer to yours then this security warning will pop up.

You can stop this message from occurring, and thereby reduce the number of clicks that the user must make, by telling your computer to trust the location where your shortcut is stored.

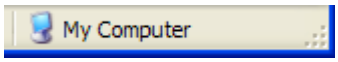
Setting Trusted Sites

1) First work out where our shortcut is. This will be the folder that contains the **CCFCS.lnk** file. For example, this may be stored in **S:/CCFCS**. In this case we need to tell our computer to trust files from the location of **S:/**.

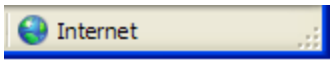
2) Load up **Windows Explorer**, this can be done via **My Documents** or **My Computer**.



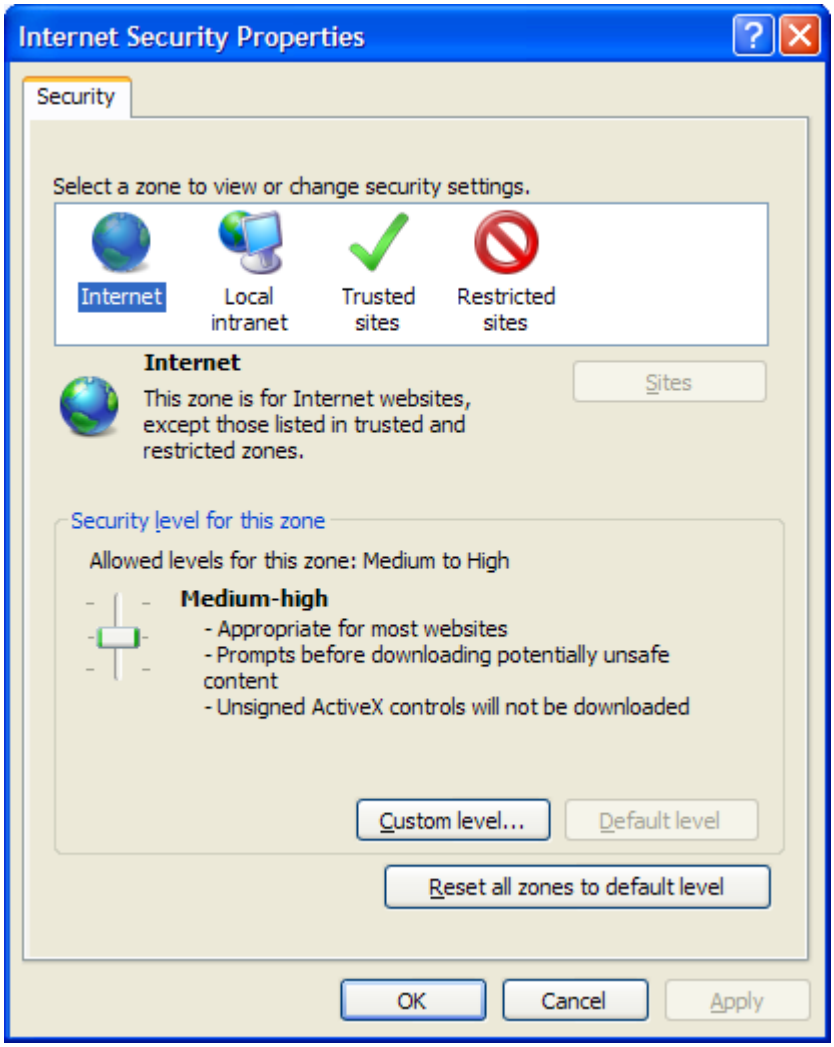
3) At the bottom right of your Window you will see an icon showing which domain you are currently in. In the above example we are on the **C:** drive, so the domain is **My Computer**.



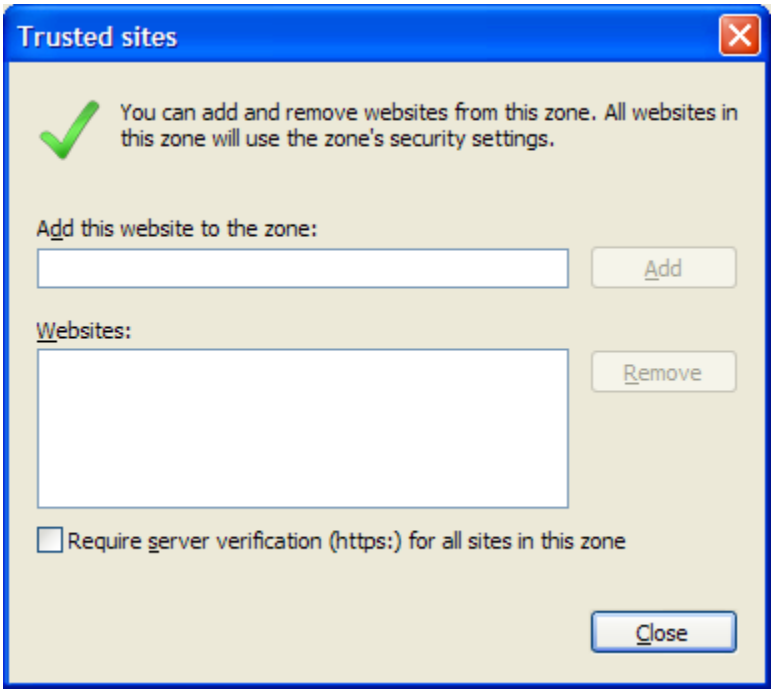
If you are looking at a location on a network, (a connected PC) then the domain will appear as **Internet**.



Double clicking on this section will take you to the security options for your domain. This will load the following screen:



4) We need to add S:/ to the list of trusted sites. Click on the green tick, and then on the Sites button to reveal this screen:


Trusted sites
You can add and remove websites from this zone. All websites in this zone will use the zone's security settings.
Add this website to the zone:
Add
Websites:
Remove
Require server verification (https:) for all sites in this zone
Close

5) We now type the address to trust into the top box and click **Add**. We have to begin this address with “File://”

   (Make sure the **Require server verification** is not ticked.)

6) Your location should now be added to the list of sites trusted. (The name in the box below may be the alternative ‘share’ name of this site.)
   The next time you **Log In** to your computer these changes will have taken effect.

APPENDIX D

Installing the Demonstration Version

The demonstration version of the CCfCS cost calculator is supplied on a CD. Insert demo CD into CD-ROM, and your computer should start the installation setup process automatically.

*If the setup does not start automatically, open "My Computer", right click on your CD Drive and explore the CD. You should see three files (Autorun.inf, run.bat, setup.vbs) and three folders (CCfCS_withoutruntime, CCfCS_withruntime, Import Data). Double-click on the file called "**Setup.vbs**" to start the setup process.*

Depending on how your IT department sets up your computer, you might have a pop-up window checking your privileges to run the setup. We recommend you always try to run the program under your user name to avoid issues with write permissions. If you're experiencing trouble installing under your user name, please contact your system administrator.

When the setup screen pops up, you are asked whether you want to install Access 2003 runtime with the demo. If you already have Access 2003 installed on your computer, it is recommended that you do not install the runtime, as it might affect your existing Access application. Whether you choose to install access runtime or not, the following installation steps are the same.

When the setup Wizard first appears, click on **Next** to install CCFCS on your computer.

Enter your customer information and click on **Next**.

You have the choice of using **typical** or **custom** setup.

- If you choose **typical** setup, a folder called "CCFCS" will be created in your personal "My Documents" folder, the CCFCS demo will be installed in the "CCFCS" folder.

- If you choose **custom** setup, you can change the location where the demo will be installed using **browse**. It is recommend that you create a folder called “CCFCS” inside the path where you to install the demo in.

Click on **Next** after you select the location and click on **Install**.

Click on **Finish** to complete the installation.

When the installation process is completed, you will have a shortcut created on your desktop and in your **start** menu called “CCfCS_Demo”. Double click on the shortcut to start using the demo program.

Viewing the Demonstration Data

If you want to look at the data used in the demo, spreadsheets containing the data can be found in your installed CCFCS folder. There are four files:

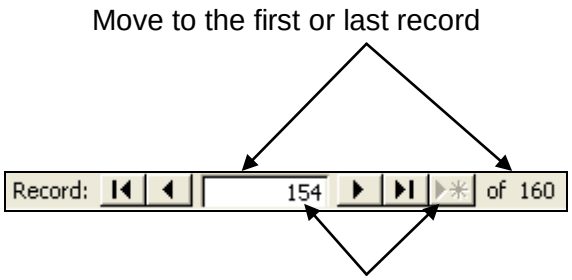
- ImportMain.xls contains the main child and placement data;
- ImportYOT.xls contains the YOT dates of children;
- ImportRev.xls contains the review dates of children, and
- ImportPlan.xls contains the plan dates of children.

APPENDIX E

General Access Tips and Error Messages

Navigation

You can navigate through form records or report records using the navigation buttons which are located at the bottom left hand corner of the screen. Use the cursor arrow buttons to move on record by record.



Closing Forms

There is a **Close** button on forms and reports, either on the form or on the toolbar underneath the menu items at the top of the screen. An alternative way of closing a form or report and returning to the previous screen is to click on the title.

Tab Key

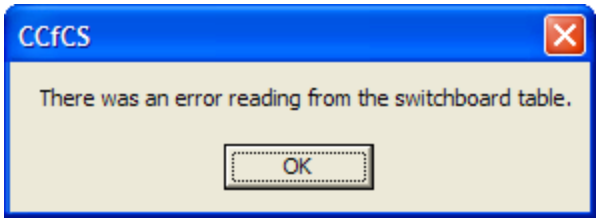
The **tab** key is situated fourth key up from the bottom left hand corner of a standard keyboard. This is used when entering information into the fields of a form and moves the cursor onto the next field in order. If you find that you need to go backwards, you can do this by pressing the tab key while you already have the shift key held down (second key up from the bottom left hand corner of a standard keyboard).

Error Messages

When using the system, there are certain circumstances when errors will legitimately occur, and others where a certain sequence of actions results in an error which has not been anticipated during the creation of the database. Each of the types of error which could be encountered are described here, together with the actions that should be taken.

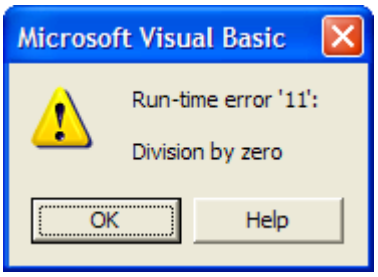
Planned Errors

Planned errors often occur when the user is being deliberately prevented from taking some action. They provide information regarding the problem and allow the user to read and acknowledge the issue by clicking on an OK button. Planned errors appear as a dialogue box:



Trapped Errors

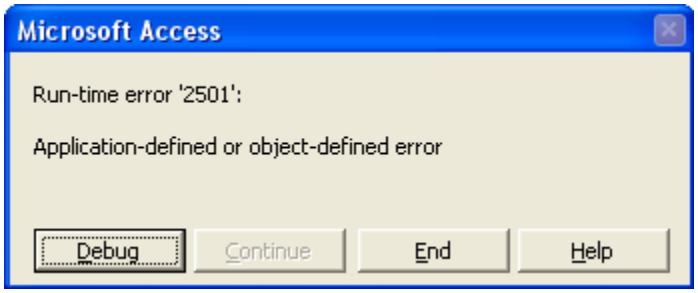
Trapped errors usually represent circumstances which are not planned as part of the operation, and may include for example a lack of memory or system resources or a fault caused by a missing object within the database. By their nature they are not predicted and therefore there is no general course of action to resolve them.



Users encountering such messages should write down the message carefully before contacting their local administrator. Where a recurring fault has been detected, the Administrator may be already aware of what specific action to take, if not, they should in turn report the fault.

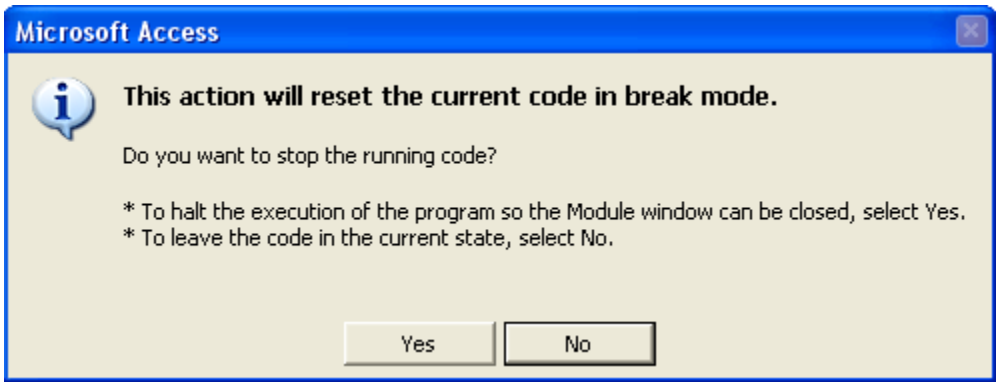
Untrapped Errors

Untrapped errors represent circumstances which have not been considered by the developers of the system at all. They are not titled CCfCS Cost Calculator, but instead are directly reported by Microsoft Access.



Often the wording of the error is difficult for non-developers to interpret, and the option (to full Access users) to analyse, or “debug” the code is presented.
When such an error occurs, the user should select the ‘End’ button to stop the program from running.

The Debug option should only be used under instruction from VTL. If this option is inadvertently selected then a code window will open showing which line of code has caused the fault. Close this window and select ‘Yes’ on the warning dialog box that appears when it asks you if you want to stop running the code.


Microsoft Access
This action will reset the current code in break mode.
Do you want to stop the running code?
* To halt the execution of the program so the Module window can be closed, select Yes.
* To leave the code in the current state, select No.
Yes
No

Users encountering such messages should write down the message carefully before contacting their local administrator for the database. Where a recurring fault has been detected, the Administrator may be already aware of what specific action to take, if not they can liaise with VTL to assess and resolve the issue.

Over a period of time, the intention will be to eliminate all untrapped errors from the database.

APPENDIX F

Frequently Used Abbreviations

Abbreviation	Full definition
EBD	Emotional or behavioural difficulties
CWD	Children with disabilities
UASC	Unaccompanied asylum seeking children
FC	Foster care
LA	Local authority
Place1	Find the child's first placement
YOT	Youth offending team
Res	Residential placement
Ag	Agency placement
YOI	Young offenders institution
MIS	Management information system
CPR	Child protection register
LAC	Looked after child
PRU	Pupil referral unit
CBLA	Ceased being looked after
Ed	Education
H	Health
	Social Care Processes
1 Admit	Decide to look after and find first placement
2 CPlan	Care planning
3 Mtn P	Maintaining the placement
4 Exit	Leaving care/accommodation
5 MoveP	Finding a subsequent placement
6 Rview	Review
7 Legal	Legal interventions
8 16+	Transition to leaving care services

APPENDIX G System Requirements

The CCfCS is a **Microsoft Access 2003** application that contains **Visual Basic for Applications** (VBA) code. It produces its reports in **Microsoft Excel 2003**. From version 7.5, Microsoft Office 2007 can be used, but you need to contact the development team for further information on this. To import the data the Excel files must be saved as Excel 2003 files; the reports can be opened in Excel 2007 by selecting this option in 'Set Calculation Parameters' (see Section 3.3).

Users with administrative privileges need personal computers (PCs) running Microsoft Windows 2000 or XP with both Access and Excel 2003/7 installed. Users who have Reporter status need to have Excel 2003/7 on their computers, but may use the run-time version of Access supplied with the CCfCS. As users install CCfCS they select the appropriate option: either to install CCfCS without Access runtime if they already have Access installed, or to install CCfCS with Access runtime.

abbreviations 10, F.1
Accounts Administrator 11, C.1, C.2
additional unit cost row 80
age related allowances 52
age related costs 50, 79
alpha-numeric child identifiers 58
append to existing data 71
area office 13, 58
AutoFilter 63
average 16, 50, 61, 77, 78, 79, 80, 85, 89
average for the placement type 16, 50
average weekly allowance 85
back button 18
basic unit costs 50, 51, 80
blanks 61, 78
bottom-up approach 8, 12
built-in placement type details 44, 45
calculation time period 20, 24, 27, 28, 29, 30, 35, 42, 86, 89
care plan 16, 27, 32, 42, 60, 67, 68
CCfCS_Data.mdb B.1, B.2, B.6, B.7
CCfCS_Data_Vn.n.zip B.2
CCfCS_Program.mdb B.1, B.2, B.7
CCfCS_Program_Vn.n.zip B.2
changes to cost calculations 7
example data 8
changing passwords C.1
child names 58
Children Who Have Exited Care and Returned 31, 32
code mapping 66
compressed (zipped) folders B.2
conditional costs 25, 50, 51
cost table details 49
cost table list 49, 79
cost tables 16, 20, 40, 49, 51, 78, 79, 80
customised 20, 79
London 7, 16, 20, 51, 78
Out of London 7, 16, 20, 24, 25, 51, 78, 85
costing methodology 80
Costs by Age and Need 28, 29, 30
Costs by Needs Group 28
Costs by Placements 36
Costs by Provider 36
Costs by Provider and Placement Names 37
costs methodology A.1
costs per day 50
create a shortcut to the program B.3
creating new users C.2, C.3
criteria for classification into categories 60
customisation 11, 20, 40, 46, 47, 49, 51, 60, 67, 68, 77, 78, 79, 80, 81, 82
Data B.6
Data Administration Menu (Social Care LAC) 19, 43, 46
Built-in Placement Type Details 45
Editable Lists
Cost Table Details 49
Cost Table List 49
Mapped Placement Codes 48
Placement Types 47
Editable Lists 46
Ethnicity Types 45
Import/Export Looked After Children Data 62
Delete all Existing Data 68

Disability Rules 66
Export Data 72
Gender Code Mappings.....66
Import Data 69
Import Setup.....64
Legal Status List 44
Process Details 46
Unit Cost Calculator 80
LAC)
Fixed Lists 44
Data Administrator 8, 11, 23, 40, 41, 43, 47, 49, 51, 53, 62, 68, 78, 81, B.6, B.7, C.1, C.2, C.3
data and customisations B.8, B.9
data file B.2
Data file B.1
database path B.6
date in your overall data 71
date of care order.....58
dates..... 42, 57, 68
start and end 20, 70
default assumptions 48
default value..... 12, 16, 47, 61, 64
delete data 68
Demonstration version .. 10, 13, 16, 17, 20, D.1
detailed cost calculations..... 22, 23
disabilities....12, 13, 21, 24, 30, 35, 52, 58, 59, 64, 65, 66, 68, A.3
disability rules..... 59, 66
duration related costs 50, 52
edit button ...11, 41, 42, 49, 64, 78, 81, 83, B.7
editable lists 46, 49, 77, 79
education module..... 9, 18
either/or categories 57, 66
emotional or behavioural difficulties 56, 59, 60, 64
end date 20
error messages..... E.1
ethnicity..... 55, 56, 58
ethnicity types 45, 56
example data 8, 10, 15, 20, 23, 33, 58, 63, 67, 68, 69, 82, 85, 88
exclusion of respite only children from calculations 56
export data 72
ExportMain.....72
ExportPlan 72
ExportRev 72
ExportYOT 72
fees or allowances 9, 12, 16, 28, 32, 46, 59, 61, 89
field names..... 62, 63, 65, 69, 70
file location 65, 67, 69, 75
fixed lists 44
functions.....9
analysis 9
calculate 9
collate.....9
GCSEs 35, 58
gender 9, 24, 35, 43, 55, 58, 66
group column 67
Implementation version 10, 11, 13, 16, 17, 23, 51, 78
import
from earlier version 7, 68, B.8
specifying data.....13
import data 69, 71
problems 72
required fields 70
stage 1 69
stage 2 70

stage 3.....71
import path 63, 69, 75
Import Setup form ... 11, 13, 62, 64, 65, 66, 67, 68, 69, 72, 73, 74, 75, 83, B.8
import social care setup settings B.8
Import/Export Data..... 62, 64, 66, 68
ImportChild.xls 15, 63, 65, 83, B.2
ImportEducation.xls 15, 63, 83, B.2
ImportEpisodes.xls..15, 63, 83, 85, B.2
ImportMain.xls.....D.2
ImportMainNoProvLoc.xls..... 82, 83
ImportOutcomes.xls.....15, 63, 83, B.2
ImportPlan.xls 15, 63, B.2, D.2
ImportRev.xls 15, 63, B.2, D.2
ImportYOT.xls 15, 63, B.2, D.2
in house residential care.....80
Individual Child ID & Placement Number 23, 31, 32, 34, 42, 52, 85
individual weekly allowance.....85
inflation rate.....21
information from alternative variables 53
installing new releases..... B.8
legal only change 56, 88
reason for new episode 56
Legal Status List 44
linking the program to the data..... B.6
logging on..... B.1, B.6, C.1, C.2
main activity on 19th birthday 58
main placements..... 57, 73, 75
manage database link..... B.6
mapped placement codes.... 48, 82, 83
mental health support 59, 60
menu system.....10
Main Menu 18
Data Administration (Social Care LAC).. *See Data Administration Menu*
Personal Administration
Change My Password 18
Social Care Looked After Children
Placement Changes - "What if" 37
Set Calculation Parameters..19
View Individual Child Details 41
System Administration
Change My Password C.1
Import from Previous Version B.8
Manage Database Link..... B.6
Manage Users and Permissions C.1
Organisational Settings B.7
Microsoft Access..... 10, B.1, G.1
run-time version 10
Microsoft Excel 10, 19, 21, 23, 64, B.1, G.1
pivot table..... 28, 29, 30, 31, 33, 38
sheet tabs 30
spreadsheets 62
Microsoft Office..... 21, B.1
navigation..... E.1
needs group.....12, 24, 28, 30, A.3
needs groups and outcomes.....12
needs of looked after children 12
new SSDA 903 codes.....56
placement location code.....56
provider code 56
SDQ score 56
no of times/ days incurred 25, 27
numeric variables.....58

offenders 35, 60
opening the application B.5
organisational settings 63, 69, B.7
overheads rate 21
password 18, 68, C.2
permissions C.2
personal administration 18, C.2
placement and provider names 13
placement types 47, 77, 80, 81
placements 12
planned errors E.2
practice implications A.3
preparing data files 63
process details 46
Program B.1, B.2, B.3, B.6
release files B.2
remand 58
replace existing data 71
Reporter C.1
reports 9, 19, 22, 23, 28, 32, 33, 34, 36
Children Who Have Exited Care and Returned 31, 32
Costs by Age and Need ... 28, 29, 30
Costs by Needs Group 28
Costs by Placements 36
Costs by Provider 36
Costs by Provider 36
Costs by Provider and Placement Names 37
Individual Child ID & Placement Number 23, 31, 32, 34, 42, 52, 85
print preview 23
saving 23
Separate Placements 32, 33, 35, 37, 38, 47, 77, 89
respite-only 46, 56
review 67
dates 67
SampleXmldata.xml 73, 75, B.2
SDQ score 56, 59
security file B.1, B.2, B.3
security warnings 17, C.4
Separate Placements ... 32, 33, 35, 37, 38, 47, 77, 89
services that each child receives 12
setting trusted sites C.4
ShortcutCreator_03.mdb B.2, B.3
show all box 29
social care module 9, 11, 18
social care processes 46, A.1
Process 1 ..... 16, 27
Process 2 ..... 16, 27
Process 3 ..... 16, 27
Process 4 16
Process 5 ..... 16, 27
Process 6 16
Process 7 ..... 16, 27
Process 8 ..... 16, 21
social work team 13, 58
SSDA 903 return 13, 48, 55, 58, 59, 62, 63, 64, 73, 75
staff salaries 61
stage status 70
start date 20, 70
statement of special educational needs 60
subtotal cost 25
support placements 46, 57
SysCCfCS.mdw B.2
system administration .. 63, 68, 75, B.6, B.8, C.2
tab key E.1
text variables 58

time period 9, 12, 22, 24, 28, 31, 32, 33, 36, 52
trapped errors.....E.2
Unit Cost Database.....80
unit cost table....25, 47, 78, 79, 80, 81, 85
unit costs.9, 10, 11, 12, 13, 15, 16, 20, 21, 22, 25, 37, 46, 47, 50, 51, 60, 77, 79, 80
customised.....16
untrapped errors E.2
updates 7, 68
data 67
upgrading 7
user account.....C.1
User Guide..... 8, 11, 80
education.....8
social care 8
Volume 1.....8
Part 1.....8
Part 2.....8
Volume 2.....8
validate..... 67, 69, 70, 74
variables..... 12, 55, 57, 64
definitions and codings.....63
mandatory..... 12, 64, 67
no data.....65
Visual Basic for Applications G.1
weekly fee or allowance 50, 51, 58, 61, 67, 78, 79
What if analysis. 10, 19, 22, 37, 38, 39, 40, 50, 61, 77, 79
write-access..... B.1
XML file 8, 62, 73, 75
YOT dates.....67
YOT support..... 27, 60, 67, 68